

Internship Checklist

The following should serve as a guide as you plan and participate in your internship. It is critical that you refer to the Internship Handbook for detailed instructions on how to complete each step. Preparation for the internship should begin the **semester before** enrolling in the internship.

- 1. Obtain and read the Internship Handbook. (This can be found at www.emich.edu/coe/Lead_Coun.)
- 2. Obtain and complete the Internship Application found at the same web-site. Fax (734/487-4608), email, or mail the application, resume, and program of study to the Internship Director.
- 3. Complete the self-assessment instrument (Appendix A Internship Handbook)
- 4. Secure a placement and mentor. (The Internship Director is available to assist you in this process.)
- 5. Initiate a meeting with the site mentor to discuss the development of an internship plan (See p. 9 Handbook, and Appendix B). Fax (734/487-4608), email or mail a copy of the internship plan to the university internship director and selected site-mentor.
- 6. When the following items have been received by the Internship Director you will be authorized to register for your internship:
 - Resume
 - Internship Application & Program of Study
 - Self-assessment
 - Internship Plan

Students are required to do their own registration and utilize the university on-line registration process. This can be done only after permission is submitted for registration by the department.

- 7. Schedule a meeting or a conference call at the internship site with the site mentor and the university internship director. At this time you will review your internship plan. This is to take place before internship hours can be accumulated.
- 8. Engage in all tasks written in the internship plan. Be sure to keep documentation of these activities. Complete a journal entry at least once a week during the internship experience.
- 9. Log your hours, complete reflective journal entries (Appendix D Internship Handbook) and critical incident reports (Appendix C Internship Handbook).

- 10. At the midpoint of the internship, schedule an e-mail meeting with the university internship director to communicate progress toward your internship goals.
- 11. At the conclusion of the internship, schedule a meeting or conference call with the University Internship Director and the site mentor to review the attainment of the goals in the internship plan and discuss the intern's professional growth.
- 12. Provide the site-mentor with a copy of the internship evaluation form (Appendix E Internship Handbook). This form must be included in your internship notebook.
- 13. Submit to the university internship director a typewritten copy of the internship notebook which will include the following:
 - Student Resume
 - Completed Self Assessment Instrument
 - Internship Plan
 - Reflective Journal
 - Relevant Supporting Documentation
 - Critical Incident Report(s)
 - Professional Formation
 - Mentor Evaluation