

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/lc. Select the “Internship” link on the left side of the page.)
- 2. Secure a placement and mentor. (The Internship Director is available to assist you in this process if needed.)
- 3. Obtain and complete the Internship Application found at the same website.
- 4. Complete the self-assessment instrument (Appendix Internship Handbook).
- 5. Initiate a meeting with the site mentor to discuss the development of an Internship Plan.
- 6. Email the following items to the university Internship Director:
 - Student’s Resume
 - Completed Internship Application
 - Program of Study
 - Self-assessment
 - Internship Plan
- 7. When these items have been received and approved by the Internship Director you will be authorized to register for your internship:

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.

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

- 11. After every 50-60 hours of your internship, schedule an “e-mail conference” meeting with the university internship director to communicate progress toward your internship goals.

- 12. Provide the site-mentor with a copy of the internship evaluation form (This can be found in the Appendix of the Internship Handbook). This form must be included in your Internship Notebook.

- 13. Submit electronically or in paper format 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 (*LiveText*)
 - Reflective Journal
 - Relevant Supporting Documentation
 - Critical Incident Report(s)
 - Professional Formation
 - Mentor Feedback Form

Your Internship Notebook should be professionally organized and presented with dividers organizing your materials. The only documents you need to post on LiveText are your **internship plan** and **Professional Formation**. You will need to share your **Professional Formation** with your adviser for your **Exit Interview**. In addition, you will need to complete the LiveText demographic survey that appears on the Internship Template you will use for your internship.