



## INTERNSHIP CHECKLIST

This form helps by students to organize paperwork and the Internship learning process.

- Complete three copies of *Student Placement Agreement* (Form 2) with your Field Supervisor. Submit all three copies to your University Instructor, who will add their signature and return two copies to you. Give one completed copy to your Field Supervisor and retain one copy for yourself.
- Complete *Practicum II and Internship Weekly Schedule* (Form 3) with your Field Supervisor and submit one copy to the University Instructor. This form is recommended but not required.
- Complete three copies of the *Learning Contract Part I: Learning Objectives and Corresponding Learning Activities* (Form 4) with your Field Supervisor. Submit all three copies to your University Instructor, who will add their signature and return two copies to you. Give one completed copy to your Field Supervisor and retain one copy for yourself.
- Participate in Seminar and complete all assignments outlined in HSP-440 syllabus.
- Coordinate Internship field visit (see Appendix H).
- Submit three copies of completed *Learning Contract: Part II – HSP - 440 Field Supervisor's Performance Evaluation* (Form 9) to your University Instructor. Two copies will be returned to you so that you have one to give your Field Supervisor and one for your Capstone Portfolio.
- Complete three copies of *Practicum II and Internship Time Sheet* (Form 5) with your Field Supervisor. Submit all three copies to your University Instructor, who will add their signature and return two copies to you. Give one completed copy to your Field Supervisor and retain one copy for yourself.
- Complete *Learning Contract: Part II – HSP - 440 Student Self-Assessment of Internship Learning* (Form 10). Submit one copy to your Field Supervisor and one copy to the University Instructor. Retain one copy for yourself.
- Bring professional closure to your Internship. Write a thank you letter to your Field Supervisor, preceptor, and relevant others.
- Identify artifacts that demonstrate learning during HSP - 440 to include in the Capstone Portfolio.
- Identify Internship placement for next quarter of HSP - 440 if applicable.