**Attachment C**

**Student Internship Requirements at a Glance**

Available online at: [http://academic.cahnrs.wsu.edu/experiential/internship-information/](http://academic.cahnrs.wsu.edu/experiential/internship-information/)

**Keep in Mind:**
- Keeping a journal during your internship can help when writing the “Mid-Way Check-in” and “Final Internship Report”.
- Stay in contact with your Internship Mentor and Internship Coordinator to discuss how your internship is going.
- Be certain all assignments are completed and submitted by the due dates listed below.
- Contact your Internship Coordinator if you have any questions or anticipate an issue meeting a deadline.

<table>
<thead>
<tr>
<th><strong>Student Intern</strong></th>
<th><strong>Description and Page # in Internship Handbook</strong></th>
<th><strong>Due Date</strong></th>
</tr>
</thead>
</table>
| **Statement of Intent** | The Statement of Intent, The Statement of Intent Cover Page  
- 1-2 pages explaining your internship (double spaced, font size of 11 or 12 point).  
- See the “Documentation” section on page 10 of the Internship Handbook for details about what to address in your paper.  
- Complete and attach the Cover Page (Attachment D) to your paper and obtain the required signatures. | Prior to the start of semester enrolled in internship course  
Due Date: __________ |
| **Student Affiliation Agreement** | WSU Student Affiliation Agreement  
This is a cooperative agreement between WSU and the Industry Partner in respect to the internship experience. This legal document can be found in Attachment F of the Internship Handbook. Send this agreement to your Internship Mentor for the appropriate signatures. | Prior to beginning the internship  
Due Date: __________ |
| **Mid-Way Check-In and Mentor Evaluation** | Mid-Way Check-In and Mentor Evaluation  
- 1-2 pages answering the six questions outlined in the “Documentation” section of the Internship Handbook, found on page 11.  
- The Internship Mentor is also responsible for answering five questions outlined in the “Documentation” section of the Internship Handbook, found on page 11. | Halfway between the beginning and end of the internship  
Due Date: __________ |
| **Final Internship Report** | Final Internship Report  
The Final Internship Report is a 3-4 page summary written by the student. Reference the following pages found in the Internship Handbook for more details:  
- “Documentation” section on page 12  
- “Grading” section on page 14  
- “Final Report Cover Page” Attachment G (signed by Internship Mentor)  
- “Final Internship Report Guidelines” Attachment H  
- “Rubric for Assessing Internship Experience” Attachment I | Within 1-2 weeks of completion of the internship*  
Due Date: __________ |
| **On-line Surveys** | Mentor Survey (to be completed by Internship Mentor): [http://www.surveymonkey.com/s/internshipmentorsurvey](http://www.surveymonkey.com/s/internshipmentorsurvey)  
Experience and Professionalism Survey (to be completed by Student Intern): [http://www.surveymonkey.com/s/ExperienceandProfessionalism](http://www.surveymonkey.com/s/ExperienceandProfessionalism) | Upon completion of the internship  
Due Date: __________ |

*If your internship ends after the Summer Session term, refer to the “Grading” section of the Internship Handbook, found on page 14.*