

Attachment C

Student Internship Requirements at a Glance

Available online at: <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.

Student Intern		
Action Item	Description and Page # in Internship Handbook	Due Date
Statement of Intent	<p>The Statement of Intent, The Statement of Intent Cover Page</p> <ul style="list-style-type: none"> • 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. <p>Submit your Statement of Intent, including signed Cover Page, to your Internship Coordinator.</p>	<p>Prior to the start of semester enrolled in internship course</p> <p>Due Date: _____</p>
Student Affiliation Agreement	<p>WSU Student Affiliation Agreement</p> <p>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.</p> <p>The signed and complete agreement should be returned to your Internship Coordinator.</p>	<p>Prior to beginning the internship</p> <p>Due Date: _____</p>
Mid-Way Check-In and Mentor Evaluation	<p>Mid-Way Check-In and Mentor Evaluation</p> <ul style="list-style-type: none"> • 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. <p>Both the Student Intern and Internship Mentor should submit their answers to the Internship Coordinator via email.</p>	<p>Halfway between the beginning and end of the internship</p> <p>Due Date: _____</p>
Final Internship Report	<p>Final Internship Report</p> <p>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:</p> <ul style="list-style-type: none"> • “Documentation” section on page 12 • “Grading” section on page 14 • “Final Report Cover Page” Attachment G (<i>signed by Internship Mentor</i>) • “Final Internship Report Guidelines” Attachment H • “Rubric for Assessing Internship Experience” Attachment I <p>Submit your Final Report, including signed Cover Page, to your Internship Coordinator.</p>	<p>Within 1-2 weeks of completion of the internship*</p> <p>Due Date: _____</p>
On-line Surveys	<p>Mentor Survey (to be completed by Internship Mentor): http://www.surveymonkey.com/s/internshipmentorsurvey</p> <p>Student’s Evaluation of the Internship Experience Survey (to be completed by Student Intern): http://www.surveymonkey.com/s/internshipstudentevaluation</p> <p>Experience and Professionalism Survey (to be completed by Student Intern): http://www.surveymonkey.com/s/ExperienceandProfessionalism</p>	<p>Upon completion of the internship</p> <p>Due Date: _____</p>

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