

1. _____ Complete at least 100 hours of work at your internship; if you complete 200 or more hours of work, you may receive 4 credits.
2. _____ Attend an Edgewood College Career Services workshop; you can find information and a schedule of upcoming workshops on the Career Services website at <http://my.edgewood.edu/sites/services/src/careers/default.aspx>.
Note the title of workshop and date attended below:

Title: _____

Date attended: _____

3. _____ Signed Internship Overview Form (to keep on file)
4. _____ Completed Internship Guidelines for Employers form, signed by both student and employer (due within 1 week of starting internship)
5. _____ 1-page paper describing your expectations for the internship (due within 1 week of starting internship)
6. _____ Weekly journal describing your experiences (due at end of internship)
7. _____ 2-page midpoint progress report (due at midpoint of internship)
8. _____ 2-page summary report (due at end of internship)
9. _____ Portfolio of examples of work completed at internship, if available (may be in electronic form on CD; due at end of internship)
10. _____ Employer evaluation form (distributed by Bonnie Sierlecki; due at end of internship)

NOTE: All materials must be turned in by the end of finals week in the term during which the internship is completed.