Internship Process:

DEADLINES!!!!!! The deadline for doing a Fall internship is: JUNE 25

J term & Spring internship is: Dec 1

Summer internship is: April 1

VIP!!!

YOU MUST have everything turned into the internship coordinator and be REGISTERED IN THE COURSE BEFORE THE DEADLINE!!!!!!! You will get the permission number from the internship coordinator after all your paperwork is turned in, then you will be able to register for the course.

4. Down load all internship forms from HHP website (under student information) and fill them out (the application & CBC disclosure form)

5. Turn in the application and CBC disclosure forms AND a copy of your immunization record to the internship instructor BEFORE THE DEADLINE. (Dr. Okroy). If you wait until the semester has started you will not get you’re your internship.

6. Be sure all your vaccinations are up to date; see last page of the handbook for specifics (HHP website). If your internship site has other specific requirements you are required to get these vaccinations on your own. Check with them well ahead of time.

7. You will be emailed/given a permission number to register for the class AFTER all your paperwork is turned in.

When you register in eSiS, for EXSS 774 you will select 3 credits. Do this correctly!!!

You will be contacted by the deans’ office after the deadline with directions on how to access the website for the background check. **You are responsible to do this ASAP!!! If this is not done within one week of the email from the dean’s office you will be dropped from internship.**


10. Have your internship site supervisor fill out the supervisor survey of the student at the end.

You will also fill out a student survey of site at the end of the internship.

You will also fill out the student program EXIT survey at the end of your internship.

The surveys can be found on the department webpage under “student forms”. Turn all 3 of these completed surveys and your log into the internship instructor. Graduate?