CHECKLIST for BVU Internship Supervisors

- Promote student interest early in the academic year (individual or group meetings, provide expectations).

- Clarify your expectations, timeline and grading criteria for the experience.

- Encourage students to contact Career Services for help with cover letter and résumé and interview preparation.

- Meet individually with prospective interns (at this point they should have resume and ideas/sites in hand).

- Partner with the student to formulate Learning Objectives to be included on the Internship Application form.

- Facilitate the internship search, promote and encourage students to find a good fit for the internship.

- Make contact with the employer to confirm student placement and make contact at least once during the student's internship.

- Confirm that all forms are completed:
  - Internship Application (submitted before internship begins)
  - Internship Agreement (submitted before internship begins)
  - Employer Evaluation (contact employer midway through internship)
  - Student Evaluation (contact student midway through internship)

- After the internship has been completed, gather all materials, journal, paper and presentation and evaluate, P or F.