CHECKLIST for BVU Faculty Internship Supervisors

☐ Promote student interest early in the semester (individual or group meetings).

☐ Create an information packet for student interns to 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.

☐ Suggest or require students to participate in any or all of the following offerings:
  ☐ Career Symposium  ☐ Mock Interviews
  ☐ Internship Showcase  ☐ Etiquette Dinner
  ☐ Resume workshop  ☐ The Art of the Reception
  ☐ Interview workshop

☐ 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
  ☐ Internship Agreement
  ☐ Employer Evaluation
  ☐ Student Evaluation

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

Contact Cindy Cone: careerservices@bvu.edu • 749.2440