Internship Check List

Student Name: ____________________________
Faculty Mentor Name: _______________________
Semester: _________________________________

The following items should be added to the student’s folder/portfolio.
CHECK items added.

- [ ] Cover Form
- [ ] Work Plan, including job responsibilities and educational goals
- [ ] One page Internship Report /Profile
- [ ] Reflection essay
- [ ] Resume
- [ ] Site supervisor evaluation
- [ ] Faculty mentor’s evaluation (for portfolio)
- [ ] Other products (list):

Final Assessment: ______ CR   ______ NC