

INTERNSHIP CHECKLIST

Task

Date Completed

Develop a resume.

Attend IST Internship information session.

Description of proposed internship.

Student agreement form.

Internship information sheet.

Internship work period registration form

(before end of 2nd week of employment)

Hours accumulation record (monthly)

Midpoint Evaluation

Midpoint Report

Final Eval. – Student Eval. of Employer

Final Eval. – Employer Eval. of Student

Final Internship Report

10 Minute Oral Presentation
