



## **Saint Martin's University School of Business Graduate Internship Checklist**

- ☐ **Review the internship program.** Understand the details and print out an Internship Contract.
- ☐ **Consult with your academic advisor as you begin.** Discuss your internship objectives and fill out the "Intern Information" section of the contract.
- ☐ **Find an appropriate internship opportunity.**
- ☐ **Meet and discuss the internship with your employer.** Make sure both you and your employer have a well-formed idea of your internship objectives. Fill out the "Internship Supervisor Information" and "Intern/Job Description" sections of your contract. Pay special attention to the employment dates. Double-check that you will work the minimum number of hours you have contracted for, and that the contract identifies the correct academic term. **Sign the contract and get your employer's signature.**
- ☐ **Review the contract with your academic advisor.** Complete the "Academic Information" and "Goals and Objectives" sections. **Get your academic advisor's signature.**
- ☐ **Submit the contract to your internship coordinator (Dr. Gina Armer or Prof. Diane Bingaman) for review.** At this point it should be signed by you, your employer, and your advisor. Upon approval, your internship coordinator will sign the contract and forward it for administrative processing.
- ☐ **After five (5) working days, confirm you have been registered for the course on Self-Service.** If any questions, contact Dr. Armer or Prof. Bingaman.
- ☐ **Before your internship ends or no later than two (2) weeks prior to the end of the academic period:**
  - **Write your internship reflection paper** as outlined on the Internship Program page.
  - **Have your employer complete the Final Evaluation Form.**
  - **Return both to your internship coordinator and schedule the final interview:** a short (30 minute) meeting or conference call between your internship coordinator, you, and your employer.

**Get your paperwork done early! Timing is critical!**