

Internship Processing Checklist for Students

The following checklist is a step-by-step student guide to completing the internship in regards to RSG.

1. Internship **Proposal** Approval

- Read and review the Internship Procedure Guidelines and Internship Website (<http://www.regent.edu/acad/schgov/academics/culmexp/internship.htm>).
- Research desired career field.
- Select and research specific organizations that could help gain experience in desired career field.
- (Optional) Schedule an appointment with Career Services rsgcareer@regent.edu to discuss internship options and career plans. *However, obtaining an internship is solely the job of the student.*
- Meet with Faculty Advisor to discuss internship goals **before** making contact with organizations.
- Draft an internship proposal and submit it to the faculty advisor with a completed independent study form.
- All of the above must be completed one week prior to the first day of the semester.*

2. Internship **Registration**

- Take the faculty approved internship proposal and independent study form to your student services manager.
- Wait for approval from the proposed internship (student services will contact the student when this step has been completed).
- Check to make certain that your registration of the course properly appears in your GENISYS account.

3. Internship **Evaluation** Process

- After registration has been processed, meet with your Faculty advisor to establish appropriate assignment due dates.
- At the end of the internship, have the external supervisor complete the Internship Supervisor Evaluation Form and fax or mail in to RSG Student Services.
- Fill out the Student Evaluation form and submit to your faculty advisor.