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.