

1. All Majors and EThOS students are required to complete a 30-hour internship by spring break of their senior year in an occupational area that is similar to the career choice that the student is considering. Students provide their own transportation.
2. Any student currently working or volunteering should see the Career Education Coordinator to see if this time could satisfy the internship requirement.
3. **Please contact the Career Education office (room K2B) as soon as an internship location has been found.** All internships need approval from the Career Education Coordinator and students should bring the following information to the Coordinator when they have located an internship:

Supervisor's contact info (business card if available) with:
 - a. Supervisor's name
 - b. Company name, full mailing address, and phone number
 - c. Supervisor's email address
4. **Complete and sign the Enrollment Contract and Work / Internship Learning Plan promptly and hand them in to the Career Education office at the START of the internship.**
5. The Internship Progress and Evaluation form is completed by the internship supervisor after 15 hours and then promptly faxed, emailed or submitted by the student to the Career Education office. A second copy of the Internship Progress and Evaluation form is completed by the supervisor at the conclusion of the 30-hour internship.
6. At the conclusion of the internship the student must also submit the Internship Timesheet / Log, the two-page Internship Reflection Essay, and the Internship Progress and Evaluation forms (if not already faxed by the internship supervisor).
7. Students are held accountable for attitude, dress code, and performance. Furthermore, students will:
 - i. Always show up on time (preferably five minutes before expected arrival time)
 - ii. Call to report an absence
 - iii. Treat the internship supervisor with the utmost respect and authority.
8. Send a thank you note to the internship supervisor.