# CHECKLIST FOR INTERNSHIP PROGRAM

**STUDENT:** STUDENT FIRST NAME AND LAST NAME **DATE:** DATE

# APPLYING FOR INTERNSHIP

[ ] Make the decision to do an internship early! Deadline for internship registration falls on the Census date of each semester

[ ] **Meet with Academic Advisor to determine eligibility and number of credit hours for department internship credit or for SEDC/SS494 internship credit**

[ ]  **International Students must meet with the International Office to determine eligibility**

[ ]  Obtain and read the SEDC & BHSU Internship Manual

[ ]  Find an internship (students are required to find their own internships)

[ ]  If financial aid is required, schedule an appointment with Financial Aid

[ ]  **Student shall fill out completely and submit to Internship Coordinator’s office:**

[ ]  Appendix A, Student Application, from the Internship Manual

[ ]  Transcript (unofficial)

[ ]  Resume

[ ]  List of courses enrolled in for upcoming semester

[ ]  **Employer must complete and student shall submit to Internship Coordinator’s office:**

[ ]  Appendix B, Employer Agreement, and Job Description

Return to Internship Coordinator’s office concurrently with Appendix A

[ ]  Student shall meet (in person) with Internship Coordinator to review Appendix A and B for approval

***\*Internship shall not begin until student has met with Internship Coordinator and all paperwork has been submitted and approved.***

[ ]  BHSU Career Development Director/Internship Coordinator will complete registration card, “Authorization for Independent Study or Internship Course”. Registration card shall be copied for file then taken to Registrar’s office where student will be enrolled into course. Course may be SS494 from Career Development or registration card will be approved and submitted through college for specific credits.

[ ]  Student shall pay tuition and fees associated with credit hours

*\*Internships are state-supported tuition*

# DURING INTERNSHIP

[ ]  Student shall submit bi-weekly updates (every two weeks), Appendix F, to Internship Coordinator’s office

[ ]  Employers must participate in a mid-internship review with the Internship Coordinator

#  TO COMPLETE INTERNSHIP

[ ]  Employer must complete and submit Appendix C, Employer Evaluation, to Internship Coordinator’s office (or via email)

[ ]  **Student shall complete and submit** to Internship Coordinator’s office:

[ ]  Appendix D, Student Evaluation

[ ]  Appendix E, Final Paper

[ ]  Letter of Thanks to employer

[ ]  BHSU Career Development Director/Internship Coordinator shall issue grades of Pass/Fail/Incomplete via WebAdvisor for SS494 course only

\*A grade of incomplete will change to “fail” if missing information is not received by date agreed upon between Internship Coordinator and student.

**DATE INTERNSHIP BEGINS:** INTERNSHIP BEGINS DATE

**DATE INTERNSHIP ENDS:** [ ] **May 1;** [ ] **Aug. 1;** [ ] **Dec. 1, Final report is due and all hours should be completed. The student may continue to work before this date; however, this date completes the Internship program.**

## BI WEEKLY REPORTS DUE:

**(1)** ENTER DATE HERE

**(2)** ENTER DATE HERE

**(3)** ENTER DATE HERE

**(4)** ENTER DATE HERE

**(5)** ENTER DATE HERE

**(6)** ENTER DATE HERE

## MIDTERM CONVERSATION WITH SUPERVISOR: MIDTERM CONVERSATION DATE

## FINAL REPORT DUE: FINAL REPORT DUE DATE

# APPENDIX A – STUDENT INTERNSHIP APPLICATION

**STUDENT INTERNSHIP APPLICATION**

(To be completed by Intern)

Black Hills State University

**Submit the following documents to the completed Internship Application: (1) current resume, (2) current transcript, and (3) current list of courses enrolled in for the upcoming semester. Your application will NOT be accepted without these attachments.**

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| FIRST NAME AND LAST NAME |  | STUDENT ID |
| **NAME** |  | **STUDENT ID** |
| BHSU EMAIL |
| **EMAIL** |
| MAILING ADDRESS |
| **MAILING ADDRESS** |
| PERMANENT ADDRESS |
| **PERMANENT ADDRESS** |
| CELL PHONE # |  | HOME PHONE # |
| **CELL PHONE #** |  | **HOME PHONE #** |

**ACADEMIC INFORMATION**

|  |  |  |
| --- | --- | --- |
| SELECT ACADEMIC STATUS |  | OPTIONAL |
| **ACADEMIC STATUS:**  |  | **OTHER: (*EXPLAIN*)**  |
| ACADEMIC ADVISOR FIRST AND LAST NAME, EMAIL |
| **ACADEMIC ADVISOR:**  |
| MAJOR |  | SPECIALIZATION |
| **MAJOR:**  |  | **SPECIALIZATION:**  |
| MAJOR CREDIT HOURS COMPLETED |  | MAJOR GPA |
| **COMPLETED CREDIT HOURS (*MAJOR*):**  |  | **MAJOR GPA:**  |
|  | OVERALL GPA |
| **OVERALL GPA:**  |

**INTERNSHIP INFORMATION**

|  |
| --- |
| DESIRED FIELD/INDUSTRY |
| **DESIRED FIELD:** |  |  |  |
| DESIRED BUSINESS |
| **DESIRED BUSINESS:** |
| DAYS AND TIMES AVAILABLE |  | NUMBER OF CREDIT HOURS ENROLLED |
| **DAYS AVAILABLE TO WORK:** |  | **NUMBER OF CREDIT HOURS ENROLLED:** |
| SELECT SEMESTER |  | DESIRED NUMBER OF CREDIT HOURS |
| **REQUESTED SEMESTER FOR INTERNSHIP:** |  | **DESIRED NUMBER OF CREDIT HOURS:** |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Use (*attached*): [ ] Resume [ ]  Unofficial Transcripts [ ]  Registered for Upcoming Semester

\* [ ]  Y [ ]  N Approved by International office (SEVIS officer)

Signed: International office SEVIS officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_