# Student Internship Checklist

To receive credit for AMID Y-398, you must complete the following steps.


2. Find a company to sponsor you for an internship. Some resources are available through the department and will be posted on the bulletin board next to Memorial Hall East #228 and sent by Apparel Merchandising advisor.

3. Complete the **Student Application for Internship** (00-004S), the **Student Internship Agreement** (00-006S), the **Company Internship Profile** (00-005S) and have the employer complete the **Company Compliance Requirements and Agreement** (10-002E) forms. Submit **ALL** completed forms **together** to AMID Main Office (Memorial Hall East #236), any time after Spring Break. Deadline for submission is **April 20th, 2014**.

4. Once accepted, you will secure a verification e-mail and section number to register for AMID Y-398, as you would any other class. Standard tuition rates and student fees apply.

5. Access AMID Y-398 on Oncourse. Your **Weekly Activity Report** (00-009S), **Student Mid-Term Evaluation** (00-010S), and **Student Final Evaluation** (00-011S) are available for printing.

6. Complete your **Weekly Activity Report** (00-009S) at the end of each week. Submit **Weekly Activity Report** (00-009S) via OnCourse, email, or USPS before the next week begins.

7. Complete **Student Mid-Term Evaluation** (00-010S) no later than halfway through internship. Submit **Student Mid-Term Evaluation** (00-010S) via OnCourse, email, or USPS, to your instructor.

8. Verify that the employer has completed the **Employer Mid-Term Evaluation** (10-003E), reviewed it with you, and returned it to Indiana University in the postage paid envelope.

9. Complete **Student Final Evaluation** (00-011S) prior to your last week of internship. Submit **Student Final Evaluation** (00-011S) via OnCourse, email, or USPS, to your instructor.

10. Verify that the employer has completed the **Employer Final Evaluation** before you leave (10-004E), reviewed it with you, and returned it to Indiana University in the postage paid envelope.

11. At the end of your internship, send a personal note to your supervisor and to any other member of senior management with whom you had contact during your internship, thanking them for the opportunity. Attach a copy of your thank-you notes to your final paper.

12. Final Assignment: Complete a self-reflection paper explaining your internship experience. Include your insights regarding your strengths and weaknesses, and relate how your internship experience can be utilized in your career development. You can include information or a copy of any special projects you did. Paper should be 5-7 pages, double spaced. Paper must be submitted via OnCourse, USPS, email, or **in person**, to your instructor, no later than August 25th, 2014.