Internship Procedure and Checklist

Follow these steps in order:

1. **Meet** with the Internship Coordinator to discuss being an intern.
   a. Internship Coordinator will then get you into Blackboard, if you choose to pursue further.
   b. Use Blackboard to submit all forms and paperwork you fill out.
   c. Faculty and mentor will e-mail paperwork to Internship Coordinator.
   d. Please note: You will be able to use Blackboard, but **you are not an intern at this time**. 
      **You are not registered for the Internship Class until you get through step 10 below!**

2. Complete the Internship **Application** form and submit it into Blackboard.

3. Get an unofficial copy of your **Transcript** through Web Advisor and submit it into Blackboard.

4. Submit a copy of your **Resume** into Blackboard.

5. Find a Faculty member who knows you well enough to recommend you. Ask the faculty member to e-mail the **Faculty Recommendation** form to the Internship Coordinator and copy you on the e-mail. That way, you know the form has been sent.

6. Procure an internship location and **Work Site** Supervisor (Mentor) in your area of study.

7. With mentor, fill in Internship Training Plan form, which are your Learning Objectives

8. Complete Internship **Agreement** and submit it into Blackboard.

9. Once the Internship Coordinator accepts the Training Plan, he or she will give you a written **Authorization to Register** slip so you will be permitted to register for Internship Class.
   Note: **you cannot register without this slip** and **you are not officially in the internship class until you register.**

10. Take the **Registration Form** to the Welcome Window, to get registered for your internship. **You must register in person**, not online. **NOW YOU ARE OFFICIALLY REGISTERED!**

11. Each week fill in your **Weekly Work Experience Report** and submit them into Blackboard, **must have supervisors signature on each weekly report**, scan it and email it to your mentor and cc to the Internship Coordinator, this verifies that the Mentor has read and agrees with your report.

12. Complete the **Student’s Midterm Self-evaluation** form and submit through Blackboard.

13. Have your supervisor complete the **Worksite Supervisor’s Midterm Student Evaluation** form and scan it email to the Internship Coordinator and copy you on the same e-mail. **(must have supervisors signature)**

14. Complete the **Student’s Final Self-evaluation** form when you have completed your hours and submit into Blackboard.

15. Have your mentor complete the **Worksite Supervisor’s Final Student Evaluation** by Worksite Supervisor form, scan and email to the Internship Coordinator and copy you on the e-mail.
16. Complete the **Student’s Final Self-evaluation** form when you have completed your hours and submit into Blackboard.

17. You must **submit** into Blackboard a 3 to 4 page **Final Paper** explaining what you learned and accomplished during the internship. Scan and email the final paper with supervisor signature, this must be in by the last day of finals in that semester.

18. Re-do your **resume**, in the QUALIFICATIONS section or your resume add in the specific accomplishments which you did on your internship. **Submit your new resume** in Blackboard before the last day of finals

**Checklist**

- Internship Application with Transcript and Resume
- Student Internship Agreement
- Faculty Recommendation for Student Internship (faculty member can email this form directly from their MCC email to Internship Coordinator)
- Internship Training Plan due before Intern may register

*Note: You must have the above four things completed along with location and mentor (supervisor) procured before registering for an internship.*

**IMPORTANT** - Registration form is obtained from your Internship Coordinator. The registration form must be filled out and turned into Welcome Center prior to beginning an internship.

- Internship Registration form filled out by Internship Coordinator. The student is responsible for taking completed registration form to Welcome Center to officially register for the Internship Class.
- Intern’s Weekly Work Experience Report
- Midterm Evaluation by Student (due when 50% of the hours are completed)
- Midterm Evaluation of Student by Worksite Supervisor (Due when 50% of the intern hours are completed)
- Final Evaluation by Student
- Final Evaluation by Worksite Supervisor
- Student Summary Report (Due before final day of the semester)