



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)

