

Student Process Checklist for Academic Internships

- _____ Attend an internship information session (contact the Internship Office or the Institute for Community Engagement and Scholarship (**ICES**) web site for dates, times and locations); or make an appointment with the Internship Coordinator to get a better understanding of what internships involve. (**Note: This is optional.**)

- _____ Request via email a student information packet from the Internship Office a internships@metrostate.edu. Please include your full name, student ID#, and major in your request. This packet includes a letter of introduction, the process for completing the online Academic Internship Agreement (AIA) form, an AIA to use if you choose, a resources list for securing an internship, and college/department guidelines for your internship focus. It is your responsibility to read and follow these guidelines when filling out the Academic Internship Agreement.

- _____ Secure a site for your internship. Resources list will be included in the information packet. This is also found one line.

- _____ Establish your competence statement and learning strategies and complete the Academic Internship Agreement with your site supervisor/evaluator. Also, consult the handbook for ideas.

- _____ If you complete the online academic internship form, then a copy will be sent automatically to your site supervisor, learning evaluator, faculty liaison and academic internship office. Otherwise, you will need to meet with your site supervisor/evaluator to review and sign the Academic Internship Agreement and then send it to the Internship Office. Make sure that you have followed the appropriate guidelines including any required deliverables (seminars, bibliography, integrative paper, etc.) or additional forms.

- _____ **Internship Office review:**
The internship office staff will receive and review the Academic Internship Agreement (AIA) online form. If it is complete, it will be forwarded to the faculty liaison for review and approval of the academic component. Once the faculty liaison approves online, then it will be sent to the internship office for final processing, which will include a request of Records and Registration to register you for the internship course.

OR

If it is not complete, it will be returned to you with instructions on how to complete it. After you have revised the Academic Internship Agreement, resubmit the AIA online for processing.

_____ **Faculty Liaison review:**

You will receive an approval email from the Internship Office once the faculty liaison has reviewed and signed off on the AIA, and Records and Registration has successfully registered you for the internship course. The on-site supervisor and/or learning evaluator, advisor and faculty liaison receive an email with electronic confirmation of the AIA. An electronic record or an original will be kept on file in Metropolitan State's Grades Office.

OR

If the faculty liaison does not approve the internship, it will be returned to you with a memo explaining why it was denied. You should then contact the faculty liaison to discuss needed changes. After you have revised the Agreement, resubmit online or return it to the Internship Office for resubmission.

_____ **Site supervisor and/or Learning evaluator:**

Generally, within one week before you finish, the internship learning evaluator will receive the Learning Evaluation (LE) to complete and return to Metropolitan State at the end of the internship. If the faculty liaison is the internship evaluator, s/he will receive the Learning Evaluation

_____ **Intern:**

Complete the internship by meeting the goals agreed upon in the Academic Internship Agreement competence statement and learning strategies within the agreed timeline.

Send any deliverables required by the college/department guidelines to the faculty liaison. The faculty liaison will assess the LE, and any required deliverables, based on the original Academic Internship Agreement and the narrative evaluation of the LE. A copy of the LE will be placed in your student file.

It is your responsibility to be aware of any financial, registration, graduation or other deadlines you may have and plan accordingly for approval, registration and completion of the internship.