STUDENT CHECKLIST

Undergraduate Internship selection and related paperwork must be submitted to Currens 400 by the following deadlines to guarantee registration:

**Spring - November 1**

**Summer - April 1**

**Fall - August 1**

The following items must be accomplished before the internship deadline:

- All forms are on-line
  http://www.wiu.edu/coehs/rpta/current_students/undergraduate_programs/internship.php
- Submit resume and cover letter to the Internship Coordinator
- Complete a minimum of two interviews with selected agencies. Have completed **Internship Interview forms (Appendix A)** returned to the department. **At least one of which must be the agency you will intern with.** Inform ALL selected agencies of final decision and send thank you/rejection letters. A mock interview may count for one of the interviews.
  - Interview #1
  - Interview #2
- Submit list of duties or position description to the Internship Coordinator.
- Submit **Agency Supervisor’s resume or Appendix F** to the Internship Coordinator.
- Inform Internship Coordinator of agency selected and fill out the **Internship Information Sheet (Appendix B)**. Internship Coordinator will inform you if the agency is approved.
- Sign **Internship Agreement Form (Appendix I)** and acquire agency supervisor’s signature. Send the form to Internship Coordinator who will sign and coordinate the Departmental Chair signature.

After completion and approval, student will be registered for internship by the academic advisor. Student will be contacted by the Internship Coordinator and assigned a faculty supervisor. It is the student’s responsibility to establish contact with the faculty supervisor prior to internship.

Please contact Dr. Minsun Doh (m-doh@wiu.edu) with any questions or concerns.

Forms:
http://www.wiu.edu/coehs/rpta/current_students/undergraduate_programs/internship.php