

SINCLAIR COMMUNITY COLLEGE
 BUSINESS AND PUBLIC SERVICES DIVISION
BUSINESS INTERNSHIP COURSE CHECKLIST

This checklist summarizes the general internship assignments and is designed to keep you on track week-by-week. **All assignments are meant to be student initiated – your instructor will not contact you; no reminders are sent.** The biggest reason students fail the internship course is not because of job performance, but because they do not complete academic assignments or turn them in on time.

Student Name _____
Course _____
Quarter _____ Year _____
Instructor _____

Before quarter begins

- Have *Worksite Form* completed and signed by supervisor
- *Schedule* 30 minute meeting with Internship Instructor
- *Obtain* permission to register for internship through the Internship Office
- *Register & pay* for Internship course (**we do not register you**)

_____ *Last Date to Register*

Weeks 2-9

- Post *Weekly Learning Journal*

Week 4

- Provide *Employer Assessment Form* to supervisor to complete Mid-term column

Week 5

- Copy & Return *Employer Assessment* to instructor by end of 5th week

_____ *Employer Assessment Due Date*

Week 8

- Student will *arrange site visit* to occur before the end of the quarter between the supervisor and instructor (and student, if available) to review the student's performance and internship experience.

Week 10

- Provide *Employer Assessment* to supervisor to complete End-of-term column and secondary page.

_____ *Date of Onsite Visit*

End of Quarter

- *Final Reflection*
- Completed & signed *Work/Learning Contract*
- *Employer Assessment*
- *Student Feedback Form*
- Updated *Resume* including internship experience

_____ *Date Due to Instructor*