



Name \_\_\_\_\_ Grade: \_\_\_\_\_

## 2017-2018 Academy Internship Student Checklist

Write the date in the space provided as each item is completed.

### Before the Internship

- \_\_\_\_\_ Submit an **Internship Worksheet** to the Academy Internship Coordinator. The worksheet is used to match interns with suitable positions. Students arranging their own internship still need to provide a completed worksheet.
- \_\_\_\_\_ Submit an **Internship Resume** to the Academy Internship Coordinator. The resume may be sent to prospective mentors. Students arranging their own internship still need to provide a resume.
- \_\_\_\_\_ Turn in a **notarized Parental Acknowledgment Concerning Student Transportation (PACST)** form. The internship may not begin until after this form is received by the Academy Internship Coordinator, even if the internship has been arranged by the student. The **PACST** required by the EFTA for participation in their program substitutes for our requirement. The internship will need to be repeated if this form is not turned in.

### During the Internship

- \_\_\_\_\_ (4) Keep a record of the hours worked on the **Internship Time Sheet**. Your mentor should verify the hours by signing in the appropriate space. Copies of time cards may be substituted, provided they are verified by the mentor's signature.
- \_\_\_\_\_ (5) Maintain a **portfolio** in this folder containing examples of your work, a copy of your resume, photographs, and time sheet. The mentor may request certain materials not be included in your portfolio for proprietary or privacy considerations.
- \_\_\_\_\_ (6) The intern must keep a **Journal** of daily activities to prepare the brochure and oral presentation. The mentor may require a journal.

### After the Internship Assemble the Following in your Portfolio

- \_\_\_\_\_ (1) Time Log
- \_\_\_\_\_ (2) Mentor Evaluation (20 hours and 80 hours)
- \_\_\_\_\_ (3) Student Evaluation
- \_\_\_\_\_ (4) Daily Journal
- \_\_\_\_\_ (5) Brochure that you created that includes your job description
- \_\_\_\_\_ (6) Typed report (3-4 pages)
- \_\_\_\_\_ (7) PowerPoint Presentation – printed slides (2 slides per page)
- \_\_\_\_\_ (8) Examples of student work and pictures (if allowed).
- \_\_\_\_\_ (9) Sign up for Academy Internship Night