



Academy Internship Student Checklist for 2020

Name _____ Grade: _____

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**. If internship was done in person, 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 a folder containing examples of your work, a copy of your resume, photographs (if allowed), and time sheet. The mentor restrict certain materials from your portfolio due to HIPPA or proprietary 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 of Student (20 hours and 80 hours) if done in-person
- _____ (3) Student Evaluation of Internship
- _____ (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