

STUDENT CHECKLIST

Undergraduate Internship selection and related paperwork must be submitted online or to Dr. Doh (Internship Coordinator) 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:

_____ Resume

_____ Complete a minimum of two interviews with selected agencies. Have **Internship Interview forms*** completed. **At least one of which must be from the agency you will intern with.** Inform **ALL** selected agencies of final decision and send thank you/rejection letters. A mock interview for RPTA 398 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 Profile form***.

_____ Inform Internship Coordinator of agency selected and fill out the **Internship Site Information Sheet***. Internship Coordinator will inform you if the agency is approved.

_____ Sign **Internship Agreement Form*** 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 (RPTA 499) 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.

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

* All the internship forms can be located in the RPTA Internship Resources website.