Checklist for students

1. Read and study the content of the syllabus and all other documents on the I 4196 website.
2. Register for I 4196.
   - Note: This course can only be taken on an S/N basis.
   - Note: If you need assistance in determining how many credits you should take, consult with your Course Instructor.
3. Apply to and secure an internship. In this process, you will explain the requirements of the I Internship to your potential supervisor.
4. Complete an initial draft of the I 4196 Internship Contract. (Signatures should NOT be obtained at this point!)
5. Email the draft contract to the Course Instructor. Only emailed soft copies of the draft contract will be accepted; hard copies will not be considered. Contract must be in Microsoft Word format.
6. Monitor your email and continue to correspond with your Course Instructor, making the changes and edits that are suggested.
7. Submit new drafts of the contract until you receive final approval from the Course Instructor via email.
8. Once the contract has been approved, print out a final copy of the contract, sign it, and get your supervisor’s signature as well.
9. Mail the hard copy of the contract with the two signatures to the Course Instructor. She’ll add her own signature on behalf of the I program and will provide you with a final copy for your records (via email).
10. Begin working at the internship position. Begin to keep your daily log, and begin to set aside work products for your three-ring binder.
11. Request a letter of evaluation from your supervisor well before the due date. Include this letter in your binder.
12. Turn in a three-ring binder with all required items to your Course Instructor by the due date.