Checklist for students
OLPD 4696: Internship in Human Resource Development
B. S. in Human Resource Development

☐ Read and study the content of the syllabus and all other documents on the OLPD 4696 website.

☐ Register for OLPD 4696.
   ○ 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.

☐ Apply to and secure an internship. In this process, you will explain the requirements of the HRD Internship to your potential supervisor.

☐ Complete an initial draft of the OLPD 4696 Internship Contract. (Signatures should **NOT** be obtained at this point)!

☐ 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.

☐ Monitor your email and continue to correspond with your Course Instructor, making the changes and edits that are suggested.

☐ Submit new drafts of the contract until you receive final approval from the Course Instructor via email.

☐ Once the contract has been approved, sign it and get your supervisor’s signature on it.

☐ Scan and email an electronic copy of the signed contract to the Course Instructor. She’ll add her own signature on behalf of the HRD program and will provide you with a final copy for your records (via email).

☐ Begin working at the internship position. Begin to keep your daily log, and begin to set aside work products for your three-ring binder.

☐ Request a letter of evaluation from your supervisor well before the due date. Include this letter in your binder.

☐ Turn in a three-ring binder with all required items to your Course Instructor by the due date.