**Departmental Internship Coordinator**

- Met with student.
- Completed required paperwork:
  - Intern Application / Fieldwork Request form
  - Student Responsibility Statement
  - Job Description / Outline / Objectives
  - Fieldwork Experience / Work Agreement

- After enrollment, student registers and enrolls student in appropriate course.
- Departmental Internship Coordinator reviews the following with the student:
  - Intern Application / Fieldwork Request form
  - Affiliate Agreement, check SARA compliance
  - Student Responsibility Statement
  - Fieldwork Experience / Work Agreement
  - Job Description / Outline / Objectives
  - Policies & Procedures

- Internship Provider completes paperwork:
  - Affiliate Agreement
  - Job Description / Outline / Objectives
  - Fieldwork Experience / Work Agreement

- Student completes required paperwork:
  - Select outcomes/transferable skills
  - Intern Application / Fieldwork Request form

- Student completes and sends evaluation(s) to intern & departmental Internship Coordinator.

- Internship Provider completes paper work to departmental Internship Coordinator for approval/processing.

- Departmental Internship Coordinator reviews the following with the student:
  - Intern Application / Fieldwork Request form
  - Affiliate Agreement
  - Fieldwork Experience / Work Agreement

- Internship Provider completes and sends evaluation(s) to intern & departmental Internship Coordinator.

- Prior to beginning of semester:
  - Internship provider completes paperwork:
    - Select outcomes/transferable skills
    - Intern Application / Fieldwork Request form

- During semester:
  - Departmental Internship Coordinator grades assignments, posts grades in BbLearn, records internship outcomes in centralized tracking system.
  - Departmental Internship Coordinator confirms internship with provider & student.
  - Student logs into BbLearn regularly, completes assignments.
  - Internship provider completes and sends evaluation(s) to intern & departmental Internship Coordinator.

- If internship site changes (different state or international location) during semester, notify Shari Miller.