

Seattle University
School of Education

Student Development Administration

Student Responsibility Checklist

<u>Activity</u>	<u>Date Completed</u>
Notify university coordinator of intent to begin internship (at least 8 weeks in advance of start date)	_____
Contact prospective site supervisor to discuss feasibility of internship, review requirements, and discuss potential activities.	_____
Internship Application and Approval Form	
• Complete Part 1	_____
• Give to site supervisor for signature	_____
• Have signed by site director	_____
• Return to university coordinator	_____
Work Plan Outline	
• Complete and sign	_____
• Give to site supervisor for signature	_____
• Have signed by university coordinator	_____
• Give copies to site supervisor & univ. coord.	_____
Give weekly journal for each week of internship. Share with university coordinator at least every two weeks.	_____
Attend all monthly internship seminars, one portion of which will be devoted to your internship	_____
Invite site supervisors to your seminar	_____
Arrange site visit with university coordinator	_____
Internship Analysis	
• Complete and sign	_____
• Return to university coordinator	_____
Meet with university coordinator to review internship	_____
Write thank you letters regarding the internship	_____