

**Harrington Center for Career Development and  
Community Service**

# **Internship Checklist**

All the necessary steps to ensure that students are prepared to begin their internships are included below. This checklist will help students remain on track with the requirements they need to successfully complete their internship experiences.

Student Name: \_\_\_\_\_ Major: \_\_\_\_\_ YOG \_\_\_\_\_

Internship Semester \_\_\_\_\_

- Pre-Internship Seminar**
- Internship Application**
- Register with Registrar's Office (Including 0 credit summer internships)**
- Internship Learning Contract**
- Internship Statement of Ethics**
- Internship Agreement (Release Form)**
- Mid-term Evaluation**
- Final Evaluation**
- Student Evaluation**
- Other assignments as required by faculty sponsor**

Please see <http://www.colby-sawyer.edu/campus-life/career/index.html> for information on specific deadlines dates. The online Faculty Internship Handbook and Student Internship Handbook contain printable copies of all forms.