

## Internship Paperwork Checklist Cover Sheet

Submit to [temfield@gmu.edu](mailto:temfield@gmu.edu)

**\*Please check (✓) all boxes that apply. If you do not complete and submit this form with your paperwork, or if you check any boxes that are not accurate your paperwork will be returned and can be resubmitted when all requirements are met.**

➤ I am eligible to complete my Internship (TOUR 490) during my semester of choice because I have done all of the following:

- I completed the mandatory pre-experience orientation session, corresponding to my internship semester. <http://rht.gmu.edu/tourism-and-events-management/practicum-and-internship-experiences/faq1>
- I am a declared TEM major.
- I have Senior Status and passed TOUR 241 and TOUR 470

**\*STOP! If you were not able to check all the boxes above, it means you are not eligible to complete your internship at this time. Please contact your Academic Advisor for guidance.**

➤ I submitted an **official** job description to the Fieldwork Coordinator for approval.

- YES
- NO

**\*STOP! If you checked 'NO', you must first submit an official job description that includes all the information outlined in the guidelines found at the following link: (<http://rht.gmu.edu/tourism-and-events-management/practicum-and-internship-experiences/>), for approval, before you can submit your paperwork.**

➤ The official job description I submitted was approved.

- YES, I can now submit my paperwork (Appendices 3 – 5)
- NO, I must wait for my job description to be approved before I can submit my paperwork.

➤ I am ready to submit **Appendices 3, 4, and 5** as one PDF, and **Appendix 6** as a separate PDF, correctly filling in all required information.

- I have included a copy of the **approved job description**, AND if this is a **repeat site**, I have included all the required **additional paperwork** (outlined in Appendix. 4).
- I have provided my **initials** and **physical signatures**, where required, on all Appendices.
- My site supervisor has **initialed** and **physically signed** all applicable Appendices.
- I have included the correct **Start** and **End dates** (provided at the mandatory information session).
- If applicable, I have included the **Notice of Completion** from the Blackboard Orientation.