

Practicum Paperwork Submission Cover Sheet

You must include this Cover Sheet when you submit Appendices 4, 5, and 6.

***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 Practicum (TOUR 241) during my semester of choice because I have done all of the following:

- I completed the **mandatory** pre-experience orientation session, corresponding to my semester of choice.
 - <http://rht.gmu.edu/tourism-and-events-management/practicum-and-internship-experiences/faq-1-practicum>
- I am a declared TEM major.
- I have completed TOUR 200 and TOUR 220.
- I have a least Sophomore Standing

***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 my Faculty Supervisor 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 4 – 6), PLUS this Cover Sheet.
- NO, ***STOP! I must wait for my job description to be approved before I can submit my paperwork.**

➤ I am ready to submit Appendices 4, 5, and 6, PLUS this Cover Sheet.

- I have included the **Notice of Completion** from the Online Orientation.
- 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 on page 2 of Appx. 4).
- I have **correctly** filled in **all** the required information on each of the Appendices.
- I have provided my **initials** and **physical signatures**, where required, on all Appendices.
- My site supervisor has **initialed** and **physically signed** all applicable Appendices.
- All forms have been **dated**, where required.
- I have included the correct **Start** and **End dates** (provided at mandatory information sessions or through the **Online Orientation**), where required.