

Internship Paperwork Checklist Cover Sheet

Submit to bwiggins@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 to be resubmitted when all requirements are met.**

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

- I completed the mandatory Internship Meeting, corresponding to my internship semester.
- I am a declared RMGT major.
- I have Senior Status and have met the required prerequisites outlined in the [RMGT 490 syllabus](#).

***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** internship description to the Internship Coordinator for approval.

- YES
- NO

***STOP! If you checked 'NO', you must first submit an official internship description that includes all the information outlined in the guidelines.**

➤ I am ready to submit **Appendices 3 and 4** as one PDF and **Appendix 5** in a separate document for the Dean's office.

- I have included a copy of the **approved internship description**, and I have included **all** the required **additional paperwork** (outlined in Appendix. 4).
- I have provided my **signatures**, where required, on all Appendices.
- My site supervisor has **signed** all applicable Appendices.
- I have included **the correct Start and End dates** on Appendix 5.