

INTERNSHIP INSTRUCTIONS

1.	<ul style="list-style-type: none"> ▪ Attend mandatory individual, in person session with the Internship Coordinator before registering for SPMT 490. Note: Failure to meet with the Internship Coordinator will make students ineligible to complete their internship during the applicable semester. To make an appointment, contact Professor Esherick at cesheric@gmu.edu. ▪ Deadlines <ul style="list-style-type: none"> ○ Spring Internship: You must meet with the Internship Coordinator in the preceding Fall semester. ○ Summer Internship: You must meet with the Internship Coordinator in the preceding Spring semester. ○ Fall Internship: You must meet with the Internship Coordinator in the preceding Spring semester.
2.	<ul style="list-style-type: none"> ▪ Before accepting a job offer submit all <u>official</u> job descriptions and Internship Eligibility Form (Appendix 2) to cesheric@gmu.edu for approval. ▪ After receiving approval from the Internship Coordinator, accept the job offer from your desired site.
3.	<ul style="list-style-type: none"> ▪ Submit the following to the Internship Coordinator (cesheric@gmu.edu) after they have been completely filled out, physically signed, and dated: <ol style="list-style-type: none"> 1. As <u>1 combined PDF Document</u> <ol style="list-style-type: none"> a. Paperwork Submission Cover Sheet (Appendix 3) b. Site Confirmation Form with accurate start and end dates (Appendix 4) c. Pre-approved job description d. Virtual/Hybrid Internship Proposal (ONLY IF APPLICABLE) (Appendix 5) 2. Experiential Learning Agreement with accurate start/end dates (Appendix 6) as <u>1 separate PDF Doc.*</u> Must Include: *All changes made to Appendix 6 by a site must be approved by the GMU legal office <ol style="list-style-type: none"> a. <i>Your signature</i> b. <i>Site supervisor signature</i> c. <i>All pages in the correct order</i>
4.	<ul style="list-style-type: none"> ▪ The Internship Coordinator will approve paperwork and notify you to register for the Internship course (SPMT 490).
5.	<ul style="list-style-type: none"> ▪ You can begin internship only after being notified that the Learning Agreement (Appendix 6) has Dean's approval. *You must review the course Syllabus and Internship Manual before you begin your internship.
6.	<ul style="list-style-type: none"> ▪ Begin submitting weekly progress reports (Appendix 7) via Blackboard (10 to 14 for Fall/Spring, and 10 for summer).
7.	<ul style="list-style-type: none"> ▪ By the 200th hour submit the Special Project proposal (Appendix 8) to your Faculty Supervisor via blackboard.
8.	<ul style="list-style-type: none"> ▪ Upon completion of 200 hours provide site supervisor with Midpoint Performance Assessment (Appendix 9) and ensure it has been submitted via Blackboard to your Faculty Supervisor. ▪ Then coordinate mandatory Site Visit with the Internship Coordinator. <i>See Syllabus for what site visits entail.</i>
9.	<ul style="list-style-type: none"> ▪ Upon completion of 400 hours ensure that site supervisor has completed the final evaluation through the VIA assessment link.
10.	<ul style="list-style-type: none"> ▪ Use presentation software (e.g. PowerPoint) to create an overview of your experience for, and participate in, mandatory Final Internship Presentations. Directions in Appendix 10.
11.	<ul style="list-style-type: none"> ▪ Complete the Student Evaluation (Appendix 11) via blackboard, which must be included in the Internship Portfolio.
12.	<ul style="list-style-type: none"> ▪ Complete and submit Internship Portfolio via blackboard by the Final Internship Presentation date. Directions in Appendix 12.