

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"> As <u>1 combined PDF Document</u> <ol style="list-style-type: none"> Paperwork Submission Cover Sheet (Appendix 3) Site Confirmation Form with accurate start and end dates (Appendix 4) Pre-approved job description Virtual/Hybrid Internship Proposal (ONLY IF APPLICABLE) (Appendix 5) Experiential Learning Agreement with accurate start/end dates (Appendix 6) as <u>1 separate PDF Doc.*</u> Must Include: <ul style="list-style-type: none"> <i>Your signature</i> <i>Site supervisor signature</i> <i>All pages in the correct order</i> <p>*All changes made to Appendix 6 by a site must be approved by the GMU legal office</p>
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 Canvas (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 Canvas.
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 Canvas 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 Canvas, which must be included in the Internship Portfolio.
12.	<ul style="list-style-type: none"> Complete and submit Internship Portfolio via Canvas by the Final Internship Presentation date. Directions in Appendix 12.