Internship Paperwork Checklist Cover Sheet

Submit to cesheric@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 (SPMT 490) during my semester of choice because I have done all of the following:

☐ I met in person with the Internship Coordinator to discuss my internship.

☐ I am a declared SPMT major.

☐ I have Senior Status and passed SPMT 241 and SPMT 475

***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 Internship 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.**

➢ The official job description I submitted was approved.

☐ YES, **I can now submit my paperwork (Appendices 3 – 6)**

☐ 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 2). I have included Appendix 5 if this is a virtual/hybrid site.

☐ 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**.