

## STUDENT INTERNSHIP CHECKLIST

### Pre-Internship

- ☐ Review eligibility requirements in the College Catalog
- ☐ Contact your faculty advisor or Academic Department and provide NOVA student ID number for verification of eligibility for a credit based coordinated internship course
- ☐ Log into your Career Connection account to create or upload your resume, search and apply for Internship opportunities.
- ☐ Participate in the interview process, if selected. If offered an internship, obtain an offer letter and job description from the internship site supervisor. Offer letter must include: start/end dates whether it is paid or unpaid, number of hours per week, name and contact information of supervisor, printed on employer's letterhead.
- ☐ Submit via email the job offer and job description to your faculty advisor or Academic/program department, who will review and forward to the faculty/instructor for review and approval.
- ☐ Once approved, complete the required internship forms located in the Student Forms Library. Two of these forms require the employer or site supervisor's information and signature.
- ☐ Submit the completed/signed internship forms to your faculty advisor or Academic/program department for review, and approval. They will then submit the forms to the faculty instructor and division dean for final signature/approval.
- ☐ The Academic/program department will register you for the course. Once you are notified of the course registration, you must pay the course tuition within 24 hours.
- ☐ Contact the course instructor to schedule a meeting to discuss course requirements and instructor expectations. This must be done before the internship begins.
- ☐ For students seeking CPT Work Authorization for a paid internship, obtain a letter from the Internship Specialist and submit the letter, along with internship job offer to the campus International Students Office (CPT Work Authorization can take up to 10 days to process).

### At Start of Internship

- ☐ Meet with the site supervisor to go over job responsibilities, training and expectations.
- ☐ Review the course syllabus for assignments and deadline dates.

### During Internship

- ☐ Attend all scheduled meetings with course instructor.
- ☐ Meet weekly with onsite supervisor to discuss experiences, any concerns and to receive feedback on performance.
- ☐ Complete assignments and tasks required by the course instructor and Site Supervisor.
- ☐ Complete required number of internship hours and submit completed time sheets or documentation of hours to site supervisor and course instructor, if required.
- ☐ Complete final student evaluation and/or final course assignment on internship site experience