

HLTH/KIN 494: Internship

Faculty Supervisor Requirements Checklist

Faculty Supervisor Name: _____

Intern Name: _____

Please initial each task after completing it during the internship experience.

Initials

Task

Confirm that intern has completed 70% of required coursework for degree

Confirm that intern has a minimum cumulative GPA of 2.0

Confirm with the intern the number of enrolled credits is correct

Confirm with the intern they are enrolled in the correct course section

Remind interns the orientation and online trainings are required and must be completed before hours can be recorded

Collect the completed Initial Site Description paperwork from the intern and provide approval for site placement

Participate in initial meeting with On-site supervisor and intern

Share with the site supervisor and the intern the approved start date

Complete a minimum of three (3) meetings with the intern during the internship experience

Participate in a progress meeting with the on-site supervisor and intern

Collect all required paperwork from intern

Participate in exit meeting with on-site supervisor and intern