

# HLTH/KIN 494: Internship

## Faculty Supervisor Requirements Checklist

Faculty Supervisor Name: \_\_\_\_\_

Intern Name: \_\_\_\_\_

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

| <u>Initials</u> | <u>Task</u>   |
|-----------------|---|
| _____           | 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  |