**Undergraduate Internship Requirements Checklist**

**NHT 4302**

1. Student intern completes and signs the Internship Waiver form and delivers to the Geography Internship Coordinator. **Due within 5 days of internship start date.**
2. Student intern meets with their on-site internship supervisor to complete and sign the Internship Job Description form. Student intern delivers the completed and signed Internship Job Description form to the Geography Internship Coordinator.

**Due within 5 days of internship start date.**

1. Student intern works a minimum 150 hours performing their internship with their sponsoring organization. It is up to the student intern and their on-site internship supervisor to determine the student intern’s work schedule.
2. Student intern keeps a daily work log, recording hours worked as well as recording what they do, what they learn and who they meet. (Try for three sentences a day).

**Due after 150 hours—no later than 5 pm on the last class day of semester.**

1. Student intern prepares and delivers their Internship Assessment Report (see description at the end of this document) to the Geography Internship Coordinator.

**Due after 150 hours—no later than 5 pm on the last class day of semester.**

1. Student intern asks their on-site supervisor to complete and return the Internship Performance Evaluation to Geography Internship Coordinator.

**Due after 150 hours—no later than 5 pm on the last class day of semester.**

1. Student intern updates resume to include internship experience using 2-3 bullet points and sends it to Geography Internship Coordinator in Word format.

**Due after 150 hours—no later than 5 pm on the last class day of semester.**

1. Student intern creates a LinkedIn profile if they do not already have one and connects with the Department of Geography and Environmental Studies and the Internship Coordinator.
2. Submit a 2-5 sentence testimonial about the benefits of your internship experience. (Optional: To have your testimonial featured on GEO Internships website, submit a headshot to accompany your testimonial)

**Due after 150 hours—no later than 5 pm on the last class day of semester.**

Internship Assessment Report Checklist

If you put some time and care into creating an interesting, informative, and attractive document, your internship assessment report will become a valuable addition to your professional portfolio to show at your next job interview or send along with application materials.

Your Internship Assessment Report should include a Table of Contents and use headings to guide the reader through your document. The goal should be an easy-to-read document which provides an overview of your internship, primary tasks, and key insights. Your report should include your assessment of your internship, a summary of what you learned, and how your college career helped prepare you. Your report should be enjoyable to read.

Please make sure these items are specifically addressed:

1. Description of your Internship Sponsoring Organization including its principal functions and activities
2. Names and positions of your internship supervisor and coworkers
3. Description of your position within the organization
4. Summary of your duties and responsibilities
5. Detailed overview of the tasks assigned, including an assessment of their status upon completing your internship
6. Overall assessment of the internship, including what you feel you gained from the experience
7. How your internship experience differed from your original job description
8. A few thoughts about how your college education helped prepare you for your internship
9. Photos of your internship workplace and the people you worked with during your internship
10. Your daily work log and samples of key work products should be included as attachments