

GETTING an INTERNSHIP STUDENT CHECKLIST



Follow the steps outlined below to get academic credit for your internship. There may be additional requirements required by your academic department.

- Identify internship sites that match your skills, interests and goals or find an internship using [Handshake](#) or by making an appointment with Internship Services. 801-863-6364, internships@uvu.edu.
- Develop a resume and cover letter and prepare for interviews. For resources go to [UVU Career Development Center website](#).
- Meet with your college's [internship coordinator](#) to discuss your ability to gain academic credit for your internship.
- Complete the online [internship orientation](#).
- Register for your internship course.
- Ensure your internship provider has completed an [Internship Agreement](#).
- Arrange to meet and/or communicate with your faculty supervisor throughout the semester.
- Meet with your site supervisor to discuss progress and goals and have them complete a supervisor evaluation near the end of your experience.
- Complete the [internship completion survey](#) and any other assignments required as a part of your internship course.