

## Centre College Internship Checklist

- Meet with your career counselor and complete the Internship Interest Form.
- Identify possible internship sites.
- Apply for and secure an internship position.
- Identify a faculty mentor, and with his/her assistance identify and solidify the academic component of your internship.\*\*
- Complete the Internship Contract and Statement of Responsibility.
- Register for INT 400.\*\*
- Attend the required pre-internship meeting.\*\*
- Start your internship.
- Attend the required mid-term internship meeting. (Fall and spring semesters only)\*\*
- Complete a mid-term evaluation.\*\*
- Give a final, 15-minute presentation to other interns and faculty mentors.\*\*
- Complete a final evaluation.\*\*

\*\*Applies to academic-credit internships only

## Centre Internship Plus (CIP) Checklist

- Apply and secure an internship position.
- Complete a CIP proposal which will include:
  - A completed internship contract.
  - A resume. (It is recommended that the resume be critiqued in Career Services before submission.)
  - A signed Statement of Responsibility.
  - A statement explaining the relevance of the proposed internship to your career interest.
  - A description of the steps you have taken to explore the internship field as your potential career path.
  - A signed letter from the employer stating whether or not the internship will be paid, and if so, the amount the employer intends to pay you. This letter should also include the required hours you will work, the length of the internship, what your responsibilities will be as intern, and the frequency of meetings with your supervisor.
- Complete an end-of-term evaluation.
- Give a final, 15-minute presentation to the CIP committee and other Centre students.