

Internship Checklist

Department of Media Arts

Middle Tennessee State University

As an Intern, you are responsible for the following:

Semester Prior to Internship:

- Attend internship meeting semester prior to registering
- Contact Internship Coordinator for leads
- Make application to Internship Employer

During Pre-Registration:

- Submit internship application to internship coordinator
-REMEMBER: Application will NOT be approved until it is complete
- Request POD for Internship and register for the class

Within Two Weeks after start of Semester of Internship:

- Submit Internship Confirmation signed by employer
- Submit Work Schedule

During Internship:

- Select one week in middle of internship to keep week-long diary
- Submit Diary at end of internship with evaluation

End of Internship Semester:

- Submit final report/evaluation of your experience
- Make sure supervisor emails the Internship Coordinator with a student evaluation

NOTE: It is your responsibility to see that final reports are received by the internship coordinator PRIOR to the deadline. The deadline for final reports is the last of classes (not finals) at 4:30pm. Failure to submit all forms, diary and final evaluation prior to the deadline will result in failure of the internship. **No exceptions.**