

# University of Houston Clear Lake

## Internship Final Check List

To be eligible to receive a grade for this course, you must hand deliver or mail a verified (initialed by your Agency intern supervisor) typed log of hours and activities each week of the semester to your UHCL intern supervisor. You must also prepare a notebook containing the items listed below except for # 8 & 10. You must schedule a site visit by your UHCL supervisor (#10). Prepare a table of contents for your notebook, use dividers, and include all pertinent information for the following items including relevant pictures, handouts, charts, etc. related to your internship experience.

1. Copy of your signed Statement of Agreement.
2. Learning contract (completed) and all relevant material included in your notebook.
3. Copy of your current résumé and a letter of application. Also, signed verification that you visited the UHCL Career Center for help.
4. A PowerPoint presentation delivered to the class explaining your cooperative agency and your experience.
5. Daily logs verified by your on-site intern supervisor. Keep track of this on some type of standardized sheet that you create yourself.
6. All information regarding your personal project. The project is in addition to your normal intern duties. For example, you may design a specific program for a specific group of clients for the Agency. Both the UHCL intern supervisor and the on-site intern supervisor must approve this project.
7. Completed Student Intern Evaluation form mailed back to the UHCL Internship supervisor by the on-site internship supervisor.
8. A letter of recommendation from the Agency supervisor.
9. A site visit by the University supervisor.

I have received copies of the internship contract and guidelines. I have read these documents and I understand the requirements of this course. My final grade will be determined by collaboration between my UHCL intern supervisor and my on-site intern supervisor. The criteria to be used in determining a final grade will include the recommendations of my internship supervisor, my job performance and the quality of my written reports and notebook. Failure to complete any of the requirements outlined in the guidelines and/or on the above checklist will affect my final grade.

---

Name

---

Date