

SUSTAINABILITY MINOR INTERNSHIP PROCESS

Do the following in the semester before internship (steps 1-4):

1. STUDENT & FACULTY SUPERVISOR
Discuss internships
Student locates appropriate internship



2. STUDENT
Submits Internship Agreement form, including:
Transcript
Site supervisor signature
Official job description
Student signature



**IF UNPAID INTERNSHIP:
STUDENT**
Coordinates with site to complete the Liability/Affiliation Agreement



3. FACULTY SUPERVISOR
Signs Agreement (if approved)
Builds section of IDS450
Grants dept consent for enrollment
Communicates with intern and site supervisor



4. STUDENT
Registers in assigned section of IDS450



5. STUDENT
Completes internship requirements:
Plan
Two self-evaluations
Final self-evaluation



6. SITE SUPERVISOR
Completes midpoint & final evaluations



7. FACULTY SUPERVISOR
Submits final grade

Do the following during the internship (steps 5-7):