

**STUDENT'S CHECKLIST
KINE 515 INTERNSHIP**

- _____ Sign up for graduation in the Registrar's Office, Keeny Hall 207.

- _____ Initial Meeting with Internship Coordinator and advisor

- _____ Student's Application for HPE 515 Internship - Deadlines Summer & Fall - May 5; Winter - Nov 5; Spring - Feb 5
Liability Insurance - Must accompany application.
CPR Certified - Must accompany application.

- _____ Attend Mandatory Internship Briefing. TBA at least two weeks prior to the quarter. Check in HPE Office.

- _____ Student's Initial Internship Report - Due at the time of application - see above dates.

- _____ Student's Weekly Reports - Due each Monday by 5:00 P.M. throughout the internship experience.

- _____ Site Supervisor's Three Week Progress Report - Due on the third Friday of the internship.

- _____ Site Supervisor's Final Intern Progress Report - Due the last week of the quarter prior to exit interview.

- _____ Site Visits by University Supervisor (½ way through the internship).

- _____ Student's Final Intern Report.

- _____ Turn in Portfolio at exit interview

- _____ Complete a **minimum of 220-240 clock hours** in practical experiences