

**Merchandising**  
**x-373 Internship in Professional Practice**

**Student Internship Checklist**

To receive credit for x373, you **MUST** do the following:

- \_\_\_\_\_ Verify you meet the requirements for x 373 and you **MUST** attend one of the Internship Orientation Meetings. The Advisors will be sending you a list of these REQUIRED spring meetings and you should go even before you have an internship confirmed. If you are out of the country studying abroad contact Professor Bomberger or Professor Shaffer about the meeting.
  
- \_\_\_\_\_ Complete the Student Application for Internship (00-004S), the Student Internship Agreement (00-006S) and have the employer complete the Company Compliance Requirements and Agreement (10-002E) and the Company Internship Profile (00-005S). Turn **ALL FOUR FORMS** in to Professor Shaffer (KW#314) or Professor Bomberger (KW#317) as soon as you accept an offer.
  
- \_\_\_\_\_ Receive authorization to register. Notification will be via email.
  
- \_\_\_\_\_ Register for x 373 as soon as you receive authorization and before the authorization expires.
  
- \_\_\_\_\_ Send an e-mail to your professor with the date starting and your direct supervisor's name and email.
  
- \_\_\_\_\_ When your internship starts complete your Weekly Activity Report which will be posted on Canvas. This must be done each week. Submit reports via Canvas to your assigned professor. Weekly Activity Reports should be done throughout the internship and done at the end of each week!
  
- \_\_\_\_\_ Complete the Student Mid-Term Evaluation (00-010S) no later than halfway through internship. Submit on Canvas
  
- \_\_\_\_\_ Share with the employer the mid-term review at the beginning of your internship. A week or so before the ½ way point of your internship, remind your supervisor to complete the Mid-Term Evaluation (10-003E), so it can be reviewed with you at the half-way point. You need to sign this and then they can either email it back to your professor or you can upload it to Canvas.
  
- \_\_\_\_\_ Complete Student Final Evaluation (00-011S) during last week of internship.
  
- \_\_\_\_\_ Make sure your employer has completed The Employer Final Evaluation (10-004E), reviewed with you and either email it to your professor or have you post on Canvas. **BE SURE THEY HAVE COMPLETED THIS BEFORE YOU LEAVE THE INTERNSHIP.**
  
- \_\_\_\_\_ At the end of your internship, write thank-you notes and personally communicate appreciation for the opportunity to be an intern in the company with the supervisor and all senior management if available, as well as others who have been a help to you. Attach a copy of your thank-you notes to your final paper.
  
- \_\_\_\_\_ Upon completion of your internship, complete the self-reflection paper and turn in by the first day of classes for the fall semester. Include insights into your strengths and weakness and relate how your internship experience can be utilized in your career development. Paper should be at least 5 pages, double-spaced. The paper must be turned in when you finish your internship. This can be posted on Canvas or turned in to your professor in person.