

For IC office Use
Student returned to office for IC's Signature ____
Internship form submitted to Dean's office ____
Midterm Internship performance form ____
Final Internship Performance evaluation form ____
Final Grade ____

Internship Advising Log for Arts & Humanities: **Fall 2019**

(Name) _____ met with Hillary Homzie on (Date) _____

Personal Information:

Email: _____ Phone: _____

List of "to do's"

- 1) **Go to** your department to pick up your internship agreement. Fill out the agreement, the contact sheet as well as
- 2) Have your onsite supervisor fill out their portion of the internship agreement form. **Be sure** that they fill out the form with specificity outlining what type of educational training will be provided.
- 3) Fill out your portion of the internship form. **Be sure** to check with your academic advisor about how many units you plan on completing and for any other concerns regarding your internship units. Please write Financial Aid on the top of your contract, if you receive financial aid
- 4) Have the internship coordinator, *Hillary Homzie*, **check** and **sign** your internship form.
- 5) **Turn in** the internship form once Hillary Homzie has signed it to the Administrative Coordinator in your department on or by the first priority registration (Sep 4). This will insure the registration of your internship units. Your administrative coordinator will be responsible for obtaining for the Department Head and the Dean's Signature. Your agreement will be then sent onto the scheduler who will get it registered for you.
- 6) After you have turned in your paperwork to your administrative coordinator, make sure that your units appear in your student portal. **This is your responsibility**. If they don't appear within ten days of submitting, contact *Hillary* ASAP.
- 7) **You will not receive a grade** for your internship unless you **turn in** your log of hours, your letter from your supervisor stating you have completed your hours, your 3-6 page reflection paper, as well as a self-survey. I will email you a Qualtrics survey link at the end of the semester by Nov 20. **The self-survey** will be due by **12/4/19**.
- 8) After your onsite supervisor fills out your performance evaluation forms, which I will email you, you are done.
- 9) Log of hours, letter from your supervisor, and the reflection paper are due by **12/4/19** in Hillary's mailbox in Carson 44, the Hutchins office. The self-survey is completed online.

I have read and fully understand everything on this form (signature) _____

** Please do not hesitate to contact Hillary or make an appointment to see her (Carson 51) if you have further questions. **
homzie@sonoma.edu