

## PRIOR TO REPORTING AN INTERNSHIP

ANIMAL SCIENCE STUDENTS: Complete the Internship Application Approval form from your advisor, before you schedule an appointment with CCPD.

### STUDENT:

1. Contact your ***faculty advisor*** to verify requirements for your major.
  - Do you need an internship? If so, how many hours, etc.
  - Who will be your internship advisor for this course?
  
2. Contact your ***internship advisor***. Be sure you discuss the following items:  
**Have you met your pre-requisites?**
  - 2.75 GPA
  - 30 semester hours completed
    - \*If either of these have not been met, you will need special permission from your faculty internship advisor in order to proceed.*
    - \*Advisor should call/email CCPD prior to your appointment if either of these requirements have not been met.*
  - Is your financial responsibility statement completed?
  - Is your Internship within your major?
  - What is the internship Course Code?
  - Is the internship for credit? Non-credit?
  - Will you be in Overload?
    - \*If over 18 semester hours, faculty internship advisor must fill out overload form.*
  - What are 3 learning objectives you hope to gain through this internship?
    - \*Use job description to help guide you.*
  - What assignments go along with this internship?
  
3. Both you and your site advisor will be asked to complete a brief MID-TERM and FINAL EVALUATION through survey monkey.

*\*When you report an internship through our office (whether it is for credit or not),*

*you are eligible to be nominated for our annual Intern of the Year award!*