

## Internship Program Checklist:

### 1. MEET WITH YOUR EMPLOYER:

Take the **Letter to the Employer** (<http://careers.utah.edu/find-job/internship.php>) to a meeting with your employer. This will provide your employer with an overview of the internship program and his/her responsibilities.

**Obtain a formal job description from your employer outlining your responsibilities.** It should be on company letterhead or identifiable as having been developed by your employer. Your responsibilities should be appropriate to challenge your educational level and give you the opportunity to gain experience relevant to your career goals. If the job is not related to your major, then attach an explanation of how the job relates to your career goals.

**Write three learning objectives with your employer.** You will strive to accomplish these objectives during the internship's 13 weeks. These objectives can be three projects or achievable task-oriented goals that relate your job to your career and your education. These three learning objectives **MUST** reflect new learning and new responsibility related to your career goals. Your three learning objectives should be developed with your employer supervisor. They need only be one sentence each, but should be achievable and measurable actions. Here are several appropriate examples:

- I will learn to compare the value of commercial property for appraisal.
- I will re-write the policy on customer service for the sales manager.
- I will learn how to stain cells for identification of mutations.
- I will organize the vendor registration for the Salt Lake Arts Festival.

Your coach will review your objectives and approve them as is or recommend changes or explain why your job/internship does not meet internship program criteria.

### 2. MEET WITH YOUR [CAREER COACH](#) PRIOR TO THE START OF YOUR INTERNSHIP.

The purpose of this meeting is to determine the possibility and amount of internship credit, and, if appropriate, complete the registration process for an internship. **Bring the following to the meeting with your Career Counselor** (all documents are available online at <http://careers.utah.edu/find-job/internship.php>):

- A completed **Student Information Sheet**,
- A signed **Learning Agreement** documenting that you agree to the terms and conditions of the internship program,
- A printout of the syllabus for the number of credits you are registering for (1-2, 3-4, 5-6),
  - Not sure how many credits to take? Visit the [CSIP FAQs](#).
- The formal job description you obtained from your employer, and
- The three learning objectives you wrote with your employer.

### 3. SIGN INTO [CAREER SERVICES](#) DATABASE AND UPDATE YOUR PROFILE:

UCareerPath is a student and job-search database. (Note: Signing up with Career Services is NOT the same as registering for the course credit.)

### 4. REGISTER FOR THE COURSE:

You will receive authorization and instructions on registering for the course credit (Educational Psychology 3861) when you meet with your career coach.