Steps for Completion of HLED 4902:

1) In junior year, meet with faculty supervisor to discuss your future plans and type of internship site that you would like. Prior to this meeting you should have looked through the list of Allied Health Internship sites (found on Blackboard of HLED 3670), met with the Center for Career and Professional Development, etc., to generate list of potential internship sites (with contact information).

2) First meeting with Faculty Supervisor (Spring of Junior Year)
   a. Registration form
   b. Resume
   c. Cover Letter
   d. Appendix B started (TYPED)

3) Complete Registration Form & Return it to the Registrar (At least one semester ahead of enrollment in HLED 4902)

4) Learning Contract is complete (Appendix B) with signatures and returned to faculty supervisor (Ideally prior to Internship, but MUST be within first week at site)

5) Internship Begins

6) Faculty supervisor sends email to Site Supervisor to inform Site Supervisor of necessary hours, project details, & determine the need for a site visit (based upon distance to campus).

7) Student maintains daily log sheets (Appendix F) – 125 hours needed for 3 hour Internship

8) Journals complete
   a. #1:
   b. #2:
   c. #3:
   d. #4:
   e. #5:

9) Site Visit

10) Evaluations complete and returned to faculty supervisor at closing meeting
    a. Final Evaluation by Site Supervisor (Appendix E)
    b. Final Evaluation of Site Supervisor (Appendix G)
    c. Student Evaluation of the Internship (Appendix F)

11) Student completes oral or poster presentation as determined by the faculty supervisor

12) Student & Faculty supervisor send a thank-you email or correspondence to site supervisor.