

Internship Checklist

Before your internship

- ___ Read the Internship Handbook.
- ___ Enroll in AGCOM 550 for the appropriate credit hours.
- ___ Complete Internship Questionnaire and meet with internship coordinator prior to starting your internship.
- ___ Fill out the internship agreement with your internship supervisor and turn in before the last day to add classes for the semester of your internship.
- ___ Sign the rules and regulations form before the last day to add classes for the semester of your internship (**See Appendix F**).

During your internship

- ___ Arrive at work on time; exhibit a positive attitude; and willingness to work and learn.
- ___ Dress appropriately for the job.
- ___ Complete weekly blog posts and upload to K-State Online.
- ___ Save samples of your work.

Toward the end of your internship

- ___ Have your supervisor complete the online survey to evaluate your performance.
- ___ Create your final presentation.
- ___ Write your final blog post and send to the internship coordinator.
- ___ Sign up for a time to give your presentation.