

Checklist for contract development

Internship Supervisor

- I have read intern's resume
- I have reviewed the internship manual
- I understand and support intern's work learning goals
- I will conduct an exit interview with the intern
- I will complete the intern's evaluation by the end of the internship

Intern application checklist

- Contract letter
- Signed contract
- Signed work learning goals
- Evaluation
- Scheduled exit interview and evaluation due date