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**HPSS 6655 INTERNSHIP TO DO LIST**

**Before Internship**

* Meet with Faculty Advisor
* Read **INTERNSHIP MANUAL**
* Complete **INTERNSHIP GOALS WORKSHEET** and submit to Faculty Advisor
* Recruit and Meet with Internship Supervisor
* Complete **INTERNSHIP APPLICATION** and submit to Faculty Advisor
* Register for HPSS 6655

**During Internship**

* Work as directed and record daily hours/activities on **INTERNSHIP LOG SHEET**
* Complete a minimum of 45 hours of internship for each credit registered for (145 hours = 3 credits)

**After Internship/End of Semester**

* Complete **INTERNSHIP LOG SHEET** and submit to Faculty Advisor
* Complete **INTERNSHIP REFLECTION WORKSHEET** and submit to Faculty Advisor
* Bring sealed **INTERNSHIP EVALUATION** to Faculty Advisor