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**Lyndon State College Internship Program**

**Site Supervisor Forms Checklist**

[ ]  Obtain a copy of the Internship Contract (from the student or Career Services).

[ ]  Sign the Memo of Understanding (MOU) and submit to Careers@LyndonState.edu within the first week of the internship. If you cannot e-mail, you may fax to 802-626-6474 or mail to:

Career Services

Lyndon State College

P.O. Box 919

Lyndonville, VT 05851

[ ]  Complete the Mid-Term Evaluation and submit to the student’s faculty supervisor.

[ ]  Meet and/or talk with the faculty supervisor sometime during the course of the student’s internship.

[ ]  Complete the Final Evaluation and submit to the student’s faculty supervisor.

*For your convenience, all of the LSC forms are available on the Career Services’ web page,* [*www.lyndonstate.edu/offices-services/career-services/*](http://www.lyndonstate.edu/offices-services/career-services/) *and clicking on the Internships link.*