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**Lyndon State College Internship Program**

**Student Forms Checklist**

[ ]  Complete and submit the *Internship Contract\** to Career Services before the start of the internship and absolutely no later than the end of the add deadline. Contract must have all the necessary signatures and complete information.

[ ]  Make sure **ALL** signatures have been acquired on the *Memo of Understanding (MOU).* Submit the *MOU* to Career Services within the first week of the internship.

[ ]  Submit the *Initial Report* to your *Faculty Supervisor* within the first week of the internship.

[ ]  Submit *Bi-Weekly Reports* regularly to your *Faculty Supervisor*.

[ ]  Complete all *projects and/or Final Reports* as per your internship requirements to your *Faculty Supervisor*.

[ ]  **Regarding Summer Internships**: to be considered officially enrolled you must complete a summer registration form and pay the LSC Business Office before you begin the internship.

\*To assist the student in preparing the Internship Contract included in this section are:

**Learning Objectives**-sheet listing some suggestion regarding what the student might like to learn in an internship. These are examples to be used as a guide.

**Guidelines for Final Report**- This sheet may assist the student in preparing the final paper. The student will determine the focus and expectations of the *Final Report* in consultation with his/her *Faculty Supervisor*. The *Final Report* must be typed and proofread and given to the *Faculty Supervisor* before the last day of classes.

For your convenience all of the Internship forms can be found at [www.lyndonstate.edu/offices-services/career-services/](http://www.lyndonstate.edu/offices-services/career-services/)