

**NVU-Lyndon 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 NVU-Lyndon 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.northernvermont.edu/academics/support/careers-and-internships