

EXTERNSHIP CHECKLIST

- 1) Set-up Mentor Meeting with Academic Advisor for suggestions and guidance
- 2) Review and prioritize possible placements
- 3) Coordinate with Joanna best ways to approach various placements. Follow up with Joanna within a week if you have not had a conversation with your potential placement.
- 4) When you have confirmed externship placement, submit the Externship Placement Form and register academically and on TWEN
- 5) Begin Externship
- 6) Submit Timesheets EVERY 2 weeks and Journals for every 35 hours on TWEN
- 7) Upon completing the externship, submit Student's Evaluation and Supervisor's Evaluation on TWEN
- 8) Check on credit within four weeks of completion

Questions?

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