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 and Journals EVERY 2 weeks to Joanna

7) Upon completing the externship, submit Student’s Evaluation and Supervisor’s Evaluation to Joanna

8) Check on credit within four weeks of completion

Questions?

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