**Internship Steps for PALM 494**

***Deadline for submission of the paperwork for the Internship course is three weeks prior to the beginning of classes: roughly, December 10 for Spring Semester, April 10 for Summer I, and July 15 for Fall Semester.***

* Successfully complete PALM P493 with a C or better.
* Work with your Academic Advisor to locate a community organization/group/agency where you would like to intern.
  + Take into consideration your plans beyond the degree, and think about sites that would put your coursework for BLS or BOL to work in a community context.
  + Note that your internship must allow for, and your supervisor must agree to, a work schedule of **at least 10 hours per week for at least 14 weeks (or 17.5 hours per week for at least eight weeks, if you are enrolled for a summer semester)**.
  + Provide your prospective internship supervisor with an **Internship Supervisor Information** sheet (available from your advisor).
  + If you elect to perform your internship at the same location where you are employed, your internship work must be done with a different supervisor, in a different department from where you currently work, and at hours clearly separate from the hours you work for pay. These distinctions must be made clear in your internship letter (see below).
* Ask your onsite supervisor for **a letter of commitment** on business letterhead and signed by the person, or naming the person, who will be your direct supervisor. *(A template is available from your advisor.)*
  + If the person who signs your commitment letter is not the one who will be supervising your day-to-day work, please have the name and contact information of the one who will supervise your work included in the letter.
  + Ask your supervisor if the internship location requires that you have a **background check** or other prerequisites completed before you can begin work at that location. If it does, make plans to complete any requirements immediately. This must be completed before your internship class begins.
    1. *If the background paperwork has not been completed and returned by the first week of classes, you may be required to drop the internship course.*
* Complete the **internship contract** with your advisor.
* Have your advisor forward the commitment letter and the signed and dated contract to the course instructor so you may be permitted to register. All contracts should be signed by the appropriate Academic Deans and/or Advisors before the deadline for submission of the internship materials to the instructor (see dates above).
* Once contracts and letters have been forwarded to the instructor, he or she will sign them and forward them to Dr. Chris Nesmith. These items will then be sent to the Registrar’s Office to have the hold lifted so that you may register for the course.
* Note whether you have enrolled in an online or a two-way video course, and be aware of the schedule for class attendance or module completion on the course syllabus.
* Complete all required academic work for the course (included on the syllabus), and attend your internship on a regular basis, in keeping with the schedule outlined in your internship letter. In addition to the required 10 hours on-site each week, you will complete an average of 5 hours per week of academic coursework.
* If you have any questions about the feasibility or advisability of your internship at any step, please contact your advisor and/or the instructor of record for the PALM 494 section in which you would like to enroll. Both your advisor and your instructor are there to facilitate finding a practical internship (given time commitments and academic and professional goals) and to help you to be successful in the course and fulfilled in your internship work.