**Outdoor Adventure Leadership Major**

**Internship Requirements Checklist**

**Instructions to the Student:** Please type this form. Enter due dates for assignments under the Due column based on your internship start and end dates. Due dates may be set 1 to 2 days after your workweek, to provide time to complete assignments. Submit this form to the Internship Coordinator and retain a copy for your reference.

**Student Name:** **Phone Number:**

**Agency:** **Supervisor Name**:

**Start** **Date:**  **Midpoint Date:**  **End Date:**

*NOTE: Forms may be found on the OAL internship webpage. Page numbers refer to the OAL Internship Manual.*

**Requirement Due Received Grade/Points**

Internship Requirements Checklist (p.6) (online) Before internship \_\_\_\_\_\_\_ N/A

Initial Information and Schedule *(due by end of Week 1)*

Student Information Form (online) and

Internship Work Schedule (p. 10) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /5 pts.

Learning Objectives (p. 10) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /5 pts.

Bi-Weekly Reports & Daily Logs (pp. 11-12)

Biweekly Report and Log #1: Week 2 \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /10 pts.

Biweekly Report and Log #2: Week 4 \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /10 pts.

Biweekly Report and Log #3: Week 6 \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /10 pts.

Biweekly Report and Log #4: Week 8 \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /10 pts.

Biweekly Report and Log #5: Week 10 \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /10 pts.

Biweekly Report and Log #6: Week 12 *(if needed)* \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /10 pts.

*Due at midpoint:*

Agency Supervisor Midterm Evaluation (online) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /5 pts.

*Due 1 week after concluding internship:*

Final Evaluation Report and Log (p. 12) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /15 pts.

Agency Supervisor Final Evaluation (online) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /5 pts.

Special Project Report (p. 14) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /10 pts.

Agency Evaluation (p. 12) (online) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ /5 pts.

Final Grade from Agency Supervisor \_\_\_\_\_\_

Final Grade from Faculty Supervisor \_\_\_\_\_\_

Final Internship Grade\* \_\_\_\_\_\_

\* If the internship extends beyond the deadline for faculty to submit final grades for the semester/summer, a grade of Incomplete (“I”) will be entered into Homer. When the student has completed all internship requirements, the “I” will be changed to a final letter grade.

**Site Visit Date (to be arranged)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_