

## Summer 2024 Internship Checklist

- Read the IAA Internship Handbook!
- Complete the Internship Self-Assessment and email it to your academic advisor by March 15. This is worth 10 points and is 5% of the grade for INAG 288. You will discuss it at your spring advising meeting.
- Register for INAG 289 for Fall 2024.
- Secure a summer internship experience that will provide a minimum of 320 work hours. It is your responsibility to find an internship; consult with your advisor if you need help. It can be paid or unpaid.
- Complete the Internship Agreement and submit it to your internship advisor by the last day of spring classes (May 9). Your agreement must be signed by you, your employer, and your internship advisor.
- Register for INAG 288, Summer Session II. Registration opened on Feb 20; register early so that you don't forget to do it. *You must be enrolled for INAG 288 in order to complete your internship.*
- Pay your tuition bill for INAG 288. The due date depends on when you register. Tuition/fees are \$508 for in-state students, \$1,709 for out-of-state.
- Start your internship! Your start date may vary, but make sure you can fit in 320 work hours before the last day of the semester (August 16). Your last hour of work must take place between July 8-August 16.
- Set up a date/time for your advisor to visit your work site. This visit must take place by August 8. It is your responsibility to schedule your site visit as soon as you are able to do so; your advisor needs time to make travel arrangements. Don't wait!
- Complete your weekly assignments. Due dates are on ELMS, but they are each Sunday night by 11:59pm.
- Complete your Daily Work Log – open the Google sheet that your advisor created for you every day or every week to record the required information for each day that you work at your internship.
- Take photos and video clips at your internship. You must have at least one photo that you are in! You can enter the photo contest for a chance to win \$100. You'll need these photos for INAG 289 in the fall.

### Important Dates

Event	Date
Internship Workshop	February 27, 4:00-5:00 pm
Internship Self-Assessment due to advisor	March 15
Internship Agreement due to advisor	May 9
Register for INAG 289	Whenever you are eligible to register for Fall 2024
Register for INAG 288	ASAP (registration opened on February 20)
First weekly assignment due on ELMS	June 9
Summer Session II officially runs	July 8-August 16

