In the Fall semester:

- Attended one of the Internship Meetings. (They are held in the Fall semester)
- Read the HHP Internship Guidelines. ¹
- Get an idea of what you want to do for an internship and the possible sites.
- Review the internship sites requirements if they are available. (available from Dr. Wilson).

Prior to the due date for you to supply information for the term that you want to complete your internship:

- Got to the webpage (www.montana.edu/rwilson/internship.html) for the next two steps
- Complete Step 1
- Complete Step 2, if the sites that you want to attend are not listed on the webpage.

During the term prior to when you will be conducting your internship:

- Dr. Wilson will contact the internship site on your behalf, please do not contact them as this may disqualify you from interning at that site!
- Either the internship site will contact you about coming in for an interview/ meeting, or you will be instructed to contact the Site Coordinator.
- Prepare your answers to some basic internship questions.
- Find the internship site before you have your interview.
- Get you supplies ready (resume, class/ work schedule, pad of paper and 2 pens).
- Write your goals for the site. ¹  It is strongly advised that you meet with Dr. Wilson to review the goals.
- Put your supplies in a nice folio or in a folder in a NICE bag/ case – not a backpack.
- Show up a little early for the interview/ meeting.
- Review your goals and objectives with the Site Supervisor, and discuss your schedule.
- The internship site will inform Dr. Wilson if they wish to host you.
- Let Dr. Wilson know if you would like to pursue an internship at this site. (in person is preferred).
- Bring your SIGNED revised goals/ objectives and schedule to Dr. Wilson for review and obtain a contract.
- Be prepared to satisfy any additional requirements that the site has for you.
- If it is a match, make an appointment with Site Supervisor to complete the contract.
- Submit the contract and other paperwork to the Site Supervisor.
- Return the signed contract to Dr. Wilson so you can be registered. (It may be returned by the Site Supervisor.)

Prior to beginning your internship:

- Get ready for your internship.
- If necessary, notify the Site Supervisor when you have satisfied their additional requirements.
- Two weeks before you start your internship, contact the Site Supervisor to check in.
- Pick-up any required materials (e.g., name badge, parking pass) before you start your internship.
During your internship:

_____ Start your internship! Show up – physically, mentally, emotionally and positively!!

_____ Start your Log Sheet and journal on Day 1. ¹

_____ Complete and submit Report 1 on ______________ via D2L. ²

_____ Complete and submit Report 2 on ______________ via D2L. ²

_____ Complete and submit Report 3 on ______________ via D2L ²

_____ Set-up your exit interview with Dr. Wilson.

______ ³

3 weeks before the conclusion of your internship, make sure the Site Supervisor has an Evaluation Form.

_____ Complete and submit your Final Report before Finals Week of the term via D2L.

_____ Attend your exit interview with Dr. Wilson. This can be done during the last week of your internship.

_____ Turn in your SIGNED Log Sheet to Dr. Wilson. ³

_____ Go forth and be the best you can be!!

¹ This item can be found on the Internship website: www.montana.edu/rwilson/internship.html.

² Due dates will be posted on D2L.

³ If you are completing your internship close to the end of the term, then you may initially send a scanned copy of the Log Sheet, and your Site Supervisor may submit their Evaluation Form via e-mail or fax. If your Site Supervisor complete the electronic version of the Evaluation Form, then they can send that from their e-mail account and it will be accepted as the original version. The forms with original signatures need to be sent to Dr. Wilson.