Health and Human Performance
Internship Checklist

_____ Attended one of the four Internship Meetings. (They are held in the Fall semester)
_____ Read the HHP Internship Guidelines. *
_____ Get an idea of what you want to do for an internship and the possible sites.
_____ 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.
_____ Review the internship sites requirements (available from Dr. Wilson).
_____ (Dr. Wilson will contact the internship site.)

The internship site will contact you about coming in for an interview/meeting.

_____ 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. ** 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.

_____ Bring you revised goals/objectives and schedule to Dr. Wilson for review and obtain a contract.
_____ Let Dr. Wilson know if you would like to pursue an internship at this site. (in person).
_____ Wait to hear from Dr. Wilson about the site’s decision from the internship site.
_____ Be prepared to satisfy the requirements.

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.
_____ 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.
_____ Start your internship! Show up – physically, mentally, emotionally and positively!!
_____ Start your log and journal on Day 1. **
_____ Complete and submit your three Update Reports on time via D2L.
_____ Work on your Final Report.
_____ Set-up your exit interview with Dr. Wilson.

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

_____ Submit your Final Report to Dr. Wilson via D2L.
_____ Attend you exit interview with Dr. Wilson.
_____ Go forth and be the best you can be!!

* May be completed on the Internship website www.montana.edu/rwilson/internship.html
** A template for your to use is available on the Internship website www.montana.edu/rwilson/internship.html