**Student Check List**

1. **Schedule Internship Appointment w/DCOBA Academic Advising Center**
   - Appointment **ONLY** by contacting 940-397-4668
     - MTWRF 10:00am-11:00am
     - MTWRF 3:00pm-4:00pm
   - Bring Resume, References, and Cover Letter to internship appointment.
   - **Mandatory review and critique of resume, references and cover letter required prior to completion of student application.**
   
   **Effective July 2015: Two ‘no show’ appointments with advisor will forfeit an internship opportunity until the following semester**

2. **Complete Employer Information Form** *(if employer is not already a provider)*
   MUST HAVE INTERNSHIP SECURED TWO WEEKS PRIOR TO ORIENTATION.

3. **Complete Student Application for Internship Form**

4. **Interview for Internship Position**
   NO SHOW TO EMPLOYER APPOINTMENT – PERMANENTLY EXCLUDED FROM INTERNSHIP PROGRAM!! NO EXCUSES, NO EXCEPTIONS!!!

5. **Attend orientation session with faculty advisor**
   ATTENDANCE IS REQUIRED!! NO EXCEPTIONS!!
   - Syllabus
   - Learning Objectives Agreement
   - Activity Log Information
   - Final Report Coversheet
   - Evaluation forms *(employer, student, and faculty advisor)*
   - CPT form *(for international students doing a paid internship)*
   - Grade – Credit (C) or No Credit (NC)

6. **Register for Internship**