



**Middle Georgia
State University**

SCHOOL OF COMPUTING
Department of Information Technology

INTERNSHIP CHECKLIST

- _____ Review the ***Internship Handbook***

- _____ Find an organization where the internship will be served

- _____ Find a full-time faculty member who will sponsor the internship. The organization and the scope of the internship must be approved by a full-time faculty member in the Department of Information Technology.

- _____ Complete and submit (a minimum of one week before the internship starts) to the faculty sponsor the Internship Proposal

- _____ Complete and submit (a minimum of one week before the internship starts) Internship Agreement Form

- _____ Complete and submit (a minimum of one week before the internship starts) Internship Application and Approval Form. Once application is approved, you will be registered for ITEC 4701

- _____ Complete and submit (at semester midterm) Internship Midterm Progress Report

- _____ Complete and submit (at end of semester) Internship Final Report, Student Evaluation Form, and Supervisor Form