

## *What Do I Do After I Find an Internship?*

- ✓ Set-up Internship Orientation with Internship Coordinator – Melissa English.

*To set-up an appointment call 303-914-6361, stop by Room 1264 in the Learning Commons, or email [melissa.english@rrcc.edu](mailto:melissa.english@rrcc.edu)*

- ✓ Have instructor complete Instructor Recommendation Form and bring completed form to Internship Orientation.
- ✓ Attend Internship Orientation with Internship Coordinator - Melissa English. At the Internship Orientation we will go over all required paperwork and requirements for your internship.
  - Bring the following to your Internship Orientation:
    - Completed Instructor Recommendation Form
    - Copy of your resume
    - Any questions you have about your internship
- ✓ Complete the following paperwork and turn in to Internship Coordinator:
  - Have Training Agreement signed by Internship Site Supervisor and Internship Instructor.
  - Discuss and complete Final Project Agreement with Internship Instructor.
  - Work with Internship Site Supervisor and Internship Instructor to create Learning Objectives and have Internship Site Supervisor and Internship Instructor sign finalized Learning Objectives.
  - Complete Planned Internship Schedule.
- ✓ Register and pay for Internship credit.
- ✓ Start your Internship!