

INTERNSHIP MATERIALS CHECKLIST

Name:

Bear #:

Bear email:

Internship Site:

Field supervisor's name:

Internship semester(s), instructor, & # of credits per semester: (i.e. fall 2016, Morgan—3 cr.; spring 2018—Cohen—3 cr.)

MATERIALS TO SUBMIT

You must submit the following items to your university internship supervisor in a portfolio in a digital format at the end of your internship. If the items are completed satisfactorily, you will receive credit for the internship experience.

Introductory Materials

Intern site diversity statement (page six of portfolio document)

b. Field supervisor certification (page eight)

c. Intern data sheet (page 7)

2. Completed *Leader's Journey* self-reflection document

Standards activity documentation and reflections

A reflection on each standard discussing what you did and learned regarding that standard and elements. This should include a discussion of any activities/objectives listed on the plan you developed in your first internship semester that you did not accomplish as well as any activities/objectives that were not listed on the initial internship plan that were added with rationales for both activities/objectives not accomplished and added.

Copies of products or artifacts produced through internship activities organized in a folder for each standard (i.e. evidence that you completed leadership activities related to at least three elements for each standard)

A summative reflection that should include the following:

what you learned over the course of your internship experiences

what you would do differently and why

should work with this field supervisor

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5. (pages 16-17)

6. h # o (pages 20-25)

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