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| **­INTERNSHIP MATERIALS CHECKLIST** | | | | |
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|  |  |  |  |  |
| **Name** | **Bear Number** |  | **Bear Email** | **Date** |
|  | |  |  | |
|  | |  |  | |
| **Internship Site** | |  | **Field Supervisor's Name** | |
|  | |  |  | |
| **(i.e. fall 2016, Morgan – 3 hrs.; spring 2018, Cohen – 3 hrs.)** | |  |  | |
| **Internship Semester(s), Instructor, & Hours** | |  |  | |

**MATERIALS TO SUBMIT**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. INTRODUCTION MATERIALS** | | |  | **5. EVALUATION BY FIELD SUPERVISOR** | | |
| **⬜** |  | Intern Site Diversity Statement (see page 6) |  | **⬜** |  | Field supervisor's evaluation report of your internship performance. This report certifies you completed the internship experience (see pages 18-20). |
| **⬜** |  | Field Supervisor Certification |  |  |  |  |
|  |  |  |  | **5. EVALUATION BY INTERN** | | |
| **⬜** |  | Intern Data Sheet |  | **⬜** |  | Your evaluation of the internship experience |
|  |  |  |  |  |  |  |
| **2. INTERNSHIP LOG** | | |  | **⬜** |  | Completed *A Leader’s Journey* self-reflection document. |
|  |  |  |  |  |  |  |
| **⬜** |  | Your internship log. This log should be updated on a weekly basis and detail the tasks you performed during the week. A suggested template can be found on the ELPS Forms page. (<http://www.unco.edu/cebs/elps/forms.htm> ) |  | **⬜** |  | A narrative evaluation of your field supervisor's internship supervisory performance. The major questions are: Should another intern be placed with this field supervisor? Why or why not? |
|  |  |  |  | **⬜** |  | Program Completer Survey |
| **3. A LEADER’S JOURNEY** | | |  |  |  |  |
| **⬜** |  | Completed *A Leader’s Journey* self-reflection document. |  |  |  |  |
|  | | |  | **5. EVALUATION BY UNIVERSITY SUPERVISOR** | | |
| **4. STANDARDS ACTIVITIES & REFLECTION** | | |  | **⬜** |  | Internship progress reports (one for each semester enrolled in ELPS 606) (see page 15)  (Online students may have had progress reports collected by ELPS 606 instructors.) |
| **⬜** |  | A reflection of what you accomplished and learned for each standard. |  |  |  |  |
|  |  |  |  | **⬜** |  | Internship Portfolio Rubric |
| **⬜** |  | Internship objective(s)\* NOT achieved with a rationale for omission for each standard. |  |  |  |  |
|  |  |  |  |  |  |  |
| **⬜** |  | Internship objective(s)\* achieved for each standard which were not part of your approved plan and what was learned as a result of your participation. |  |  |  |  |
|  |  |  |  |  |  |  |
| **⬜** |  | Statement of what you would do differently (with rationale) if you repeated the same internship experience. |  |  |  |  |
|  |  |  |  |  |  |  |
| **⬜** |  | Copies of products or artifacts produced through internship activities organized according to the seven standards. |  |  |  |  |
| * Internship objectives are the activities completed to demonstrate experience with at least three competencies for each standard. | | |  | | | |