



**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