Capstone/Internship Planning Checklist

Remember each capstone/internship opportunity is unique. These steps provide a general overview of the process needed to enhance your academic and professional development experience.

Planning your Capstone/Internship

☐ Prepare updated resume (make an appointment with the Career Development Center if you need resume building assistance) to bring to your appointment with the Capstone/Internship Program Coordinator. Also bring a typed document that describes your interests and goals to inform selection of a placement site (these documents may be shared with potential Field Supervisors).

☐ Attend a PHHS capstone/internship meeting(s) to familiarize yourself with other interns’ experiences (dates and times listed in the online course schedule).

☐ Interview for and accept a capstone/internship position (you may not be offered an internship at the time of the interview). At your interview, articulate the types of experiences you would like to have and demonstrate flexibility and desire to be an asset to the organization. Conduct yourself professionally.

☐ Complete Learning Contract with the Field Supervisor (be certain entire form is completed, including your projected start and end dates, your planned experiences/projects, all signatures, etc.).

☐ Return completed Learning Contract to Capstone/Internship Program Coordinator for approval and signature.

☐ Upon approval of completed the Learning Contract, you will be given an override will be entered into SIS (or a signed add form if during the semester) which will allow you to register for the appropriate internship course (HCR 390, 590; HED 590; or PHS 590) and agreed upon number of credits (3-6 credits depending upon hours agreed upon with the Field Supervisor).

Requirements for obtaining a grade

☐ Keep a detailed log of capstone/internship activities & hours for sharing at the capstone/internship meetings and for entering in the Journal area in Blackboard every 15 hours.

☐ Work the days and times agreed upon with the Field Supervisor (notify your Field Supervisor if you will be absent).

☐ Attend the required monthly capstone/internship meetings on campus and be prepared to discuss your progress.

☐ Conform to the regulations of the organization in which you are working.

☐ Notify the Capstone/Internship Program Coordinator should any problems or concerns arise.

☐ Upload the following into the Internship Course in Blackboard:
  o Your capstone/internship research paper as per guidelines (your paper will be graded using the attached rubric).
  o Submit any remaining journal entries in Blackboard.
  o Complete the electronic Student Evaluation of the Capstone/Internship Form (Student Evaluation Form available online at: http://www.umflint.edu/pubhealth/Forms.htm).

☐ Notify the Department that you have completed your capstone/internship contact hours along with your Field Supervisor’s name and email address so an electronic evaluation of the Field Supervisor Evaluation of Intern and Capstone/Internship experience will be emailed to your Field Supervisor for completion.

☐ The Capstone/Internship Program Coordinator will submit your grade once all materials have been submitted (including the electronic Field Supervisor Evaluation of Intern Form).