

# CHECKLIST FOR A THREE CREDIT HOUR INTERNSHIP

**Everything must be completed and submitted three weeks  
before the end of semester preceding your internship**

Step 1: Complete Application

Step 2: Discuss with Professor Lasek-White, Internship and Career Coordinator for the Humanities, who should serve as your Professor of Record for the internship.

Step 3: Write the Internship Proposal. See the guidelines.