**DEPARTMENT OF KINESIOLOGY & SPORTS STUDIES**

**Important Dates for Spring 2018 AT Interns**

1. **Internship Agreement Form**
   * MUST BE TYPED. Sign/date, and have your site supervisor sign/date the form.
   * Due on or before **Friday, December 8, 2017**.

**NOTE:** Contract dates for **Internship Agreement Form**:

**January 8, 2018 – April 27, 2018**

**Once the above form is turned in and approved, you will be added to your Internship hours. KSS 4275 will be listed on your schedule on PAWS.**

1. **Start Date**
   * **Your official start date will be on or after the first day of classes (January 8, 2018).**
2. **SUBMISSIONS**

* Complete **Weekly Logs** (must be TYPED – submit every week via Dropbox in D2L). Include dates, hours worked, and a description of what you did each day. **Note:** Each log sent in must be signed by your site supervisor. \*Work hours counted cannot exceed 40 hours per week.
* Print off the *Final Evaluation Form* (on D2L) and have your site supervisor complete and sign it, then submit via Dropbox. **Due upon completion of 100% of your internship** **hours, or by April 27, 2018 at the latest.**
* Write your *Final Internship Reflection Paper* (guidelines on D2L) and submit via Dropbox. **Due** **on or before April 27, 2018.**
* **All paperwork should be submitted by Friday, April 27, 2018.**

**Submissions should be made via Dropbox in D2L.**

**https://www.eiu.edu/kss/Undergraduate\_Internships.php**