**DEPARTMENT OF KINESIOLOGY & SPORTS STUDIES**

**Important Dates for Spring 2018 Interns**

1. **Degree Audit**

* Print and have your advisor sign off on your **Degree Audit** indicating that you will have ALL coursework completed prior to starting your internship. Your advisor should clarify how many credits you need to be registered for (6, 7, 8, or 9).
* Due on or before **Friday, October 20, 2017**.

1. **Internship Proposal Form**
   * MUST BE TYPED.
   * Due on or before **Friday, November 10, 2017**.
2. **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 Proposal** and **Internship Agreement Forms**: **January 8, 2018 – April 27, 2018**

**Once the above forms are 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 *Mid-Term Evaluation Form* (on D2L) and have your site supervisor complete and sign it, then submit via Dropbox. **Due upon completion of 50% of your internship** **hours.**
* 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**