**Internship Completion Checklist**

Department of Kinesiology & Sport Studies, Eastern Illinois University

**KSS 4275**: Field Experience (Internship)

**SP 2017**

**Completing your Internship**

* Begin your internship
* Complete weekly work log sheets(must be TYPED – send in every 2 weeks to Mrs. Hussey **Note:** Each log sent in must be signed by your site supervisor
* Print off the *Mid Term Evaluation Form* and have your site supervisor complete and signit, then submit to Mrs. Hussey upon complete of 50% of your internship hours. **Due on or before March 11, 2017**
* Print off the *Final Evaluation Form* and have your site supervisor complete and sign it, then submit to Mrs. Hussey upon completion of 100% of your internship hours. **Due on or before May 5, 2017**
* Write your *Final Internship Reflection Paper*, and submit to Mrs. Hussey. **Due** **on or before May 5, 2017.**

All required forms and documentation can be found at: <http://www.eiu.edu/kss/Undergraduate_Internships.php>

**Submit ALL paperwork to:**

**Kathryn Hussey**

**Internship Coordinator**

**2203 Lantz Arena**

**Eastern Illinois University**

**Charleston, IL 61920**

**Email:** [**kahussey@eiu.edu**](mailto:kahussey@eiu.edu)

**FAX: 217-581-7973**

Important Contact Information:

Dr. Mark Kattenbraker

Department Chair

2506 Lantz Arena

Eastern Illinois University

Charleston, IL 61920

[mkskattenbraker@eiu.edu](mailto:mkskattenbraker@eiu.edu)