**Internship Completion Checklist**

Eastern Illinois University – Department of Kinesiology & Sport Studies

**KSS 4275**: Field Experience

**SPRING 2018**

**Completing your Internship:**

* Begin your internship on or after January 8, 2018.
* Complete weekly work log sheets (must be TYPED – submit every week via Dropbox in D2L. **Note:** Each log sent in must be signed by your site supervisor).
* Print off the *Mid-Term Evaluation Form* (on D2L) and have your site supervisor complete and sign it, then submit to Mrs. Kattenbraker via Dropbox. **Due upon complete 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 to Mrs. Kattenbraker 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 to Mrs. Kattenbraker via Dropbox. **Due** **on or before April 27, 2018.**

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

**Submit ALL paperwork to:**

**Colleen Kattenbraker**

**Internship Coordinator**

**2220 Lantz Arena**

**Eastern Illinois University**

**Charleston, IL 61920**

**Email:** **cnkattenbraker@eiu.edu**

**PHONE: 217-581-7011**

**FAX: 217-581-7973**

Important Contact Information:

Dr. Mark Kattenbraker, Department Chair

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Charleston, IL 61920

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217-581-2215