**Internship Preparation Checklist**

Department of Kinesiology & Sport Studies, Eastern Illinois University

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

**FALL 2016**

**Preparing to Register for Internship Credits**

* Completion of **ALL** coursework (verified by a printed degree audit signed by your

academic advisor). **Degree Audit Due: July 29, 2016**

* Secure an internship.

**ALL FORMS MUST BE TYPED!**

* Completion of *Internship Proposal Form*. **Due: Aug. 4, 2016, 4:00 pm**
* Completion of *Internship Agreement Form*: **Due: Aug. 12, 2016,** **4:00 pm**

**The following are mandatory contract dates for your proposal and agreement forms:**

* **Aug. 22, 2016 – Dec. 9, 2016**

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**

**Office: Lantz 2203**

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

**FAX: 217-581-7973**

Important Contact Information:

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