**Internship Preparation Checklist**

Eastern Illinois University

Department of Kinesiology & Sport Studies

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

**Spring 2018**

**Preparing for Internship Eligibility**

* Attend an internship meeting: **Wednesday, September 13 at 8:00 a.m., or Thursday, September 14 at 4:00 p.m.**
* Completion of **ALL** coursework (verified by a printed degree audit signed by your

academic advisor). **Degree Audit Due: Friday, October 20, 2017.**

* Secure an internship.
* Completion of *Internship Proposal Form*. **Due: Friday, November 10, 2017**
* Completion of *Internship Agreement Form*: **Due: Friday, December 8, 2017**

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

* **January 8, 2018 – 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**

**Office: 2220 Lantz Arena**

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

**PHONE: 217-581-7011**

**FAX: 217-581-7973**