**Internship Preparation Checklist**

Department of Kinesiology & Sport Studies, Eastern Illinois University

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

**SUMMER 2017**

**Preparing for Internship Eligibility**

* Attend an internship meeting: **Tues, Jan. 31, 8:00 am or Wed, Feb. 1, 4:00 pm**
* Completion of **ALL** coursework (verified by a printed degree audit signed by your

academic advisor). **Degree Audit Due: Mar. 31**

* Secure an internship.
* Completion of *Internship Proposal Form*. **Due: April 28, 2017**
* Completion of *Internship Agreement Form*: **Due: May 5, 2017**

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

* **May 15, 2017 – July 21, 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**

**Office: Lantz 2203**

**Email:** **kahussey@eiu.edu**

**FAX: 217-581-7973**