**Internship Preparation Checklist**

Department of Kinesiology & Sport Studies, Eastern Illinois University

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

**SUMMER 2018**

**Preparing for Internship Eligibility:**

1. Attend an internship meeting: **Tuesday, January 30, 2018 @ 8:00 am OR Wednesday, January 31, 2018 @ 4:00 pm. Both meetings will be held in the Ike Kennard Club Room (2821 Lantz Arena).**
2. Completion of **ALL** coursework prior to Internship start date (verified by a printed degree audit signed by your academic advisor). **Due: Friday, February 23, 2018.**
3. Secure an internship.
4. From the KSS Internship website, print, complete, and submit the following forms: **\*\*NOTE: Both documents must be typed. You are required to sign both forms (NO TYPED SIGNATURES). Your site supervisor is only required to sign the Internship Agreement Form.**
   1. *Internship Proposal Form*. **Due: Friday, April 13, 2018.**
   2. *Internship Agreement Form.* **Due: Friday, April 20, 2018.**

**The following are mandatory contract dates for your Proposal and Agreement Forms:**

* **May 14, 2018 – July 20, 2018**

**OR: If you are taking a 4-week summer class, your start and end dates are:**

* **May 29, 2018 – July 20, 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**](mailto:cnkattenbraker@eiu.edu)

**PHONE: 217-581-7011**

**FAX: 217-581-7973**