INTERNSHIP/PRACTICUM APPLICATION FORM
School of Family and Consumer Sciences
University of Idaho
CTD Checklist

FALL SEMESTER
- ☐ Attend the Internship Fair on campus

JANUARY AND FEBRUARY
- ☐ Attend the Career Fair on campus
- ☐ Develop broad concept for project proposal
- ☐ Ask a faculty member to sponsor the internship/practicum
- ☐ Contact business or agency and make initial request for internship/practicum
- ☐ Discuss project plan with faculty advisor (rationale, goals and objectives, procedures, reporting, and evaluation)

MARCH AND APRIL
- ☐ Meet with internship/practicum supervisor to finalize job description and schedule (email, phone, or in-person)
- ☐ Fill out FCS Internship/Practicum Application Form
- ☐ Obtain approval of faculty sponsor/advisor
- ☐ Register for the internship
- ☐ Obtain approval signature Director of FCS
- ☐ Obtain signature of internship or agency supervisor
- ☐ Obtain a job description for your Internship/Practicum from your supervisor and attach to your Application Form
- ☐ Update your resume to attach to your application
- ☐ Make three copies of the approved Application Form with resume and job description:
  - ☐ One copy to the internship/practicum supervisor
  - ☐ One copy to faculty sponsor
  - ☐ One copy for your own file
- ☐ Give original Application Form with resume and job description to FCS main office for student's file
- ☐ Arrange insurance as needed
- ☐ Make sure faculty sponsor/advisor has correct contact information

MAY THROUGH AUGUST 15
- ☐ Make sure you have correct contact information for faculty sponsor/advisor
- ☐ Make sure you have access to the Blackboard course website
- ☐ Begin the internship/practicum according to the time and procedures as planned
- ☐ Complete weekly activity reports and submit through Blackboard or mail copies to faculty advisor
- ☐ Complete weekly journal entries through Blackboard or mail to faculty sponsor/advisor
- ☐ Complete weekly blog participation through Blackboard
- ☐ Document your work by collecting visuals and copies of projects for your portfolio (reports, ads, etc)
- ☐ If you have permission, take photographs in your work setting to document your experience for your portfolio

TWO WEEKS BEFORE INTERNSHIP'S END
- ☐ Arrange for final evaluation with your supervisor and give them the evaluation form
- ☐ Arrange for supervisor to mail, fax, or email their final evaluation to FCS and follow-up on this
- ☐ Complete Student Final Evaluation on Blackboard
- ☐ Complete the UI Course Evaluation online
- ☐ Organize all of your materials (written, visual, reports, products, etc) for your portfolio
- ☐ Draft your analysis paper
- ☐ Complete the one-page Summary for your portfolio

WITHIN ONE WEEK AFTER INTERNSHIP
- ☐ Turn in your finished portfolio or notebook to your faculty internship advisor
- ☐ Make arrangements with Dr. Torntore to participate in FCS 495 Fall Semester

PLEASE NOTE
- ☐ Remember that this is not an ordinary job
- ☐ You are an FCS/CTD student enrolled in an off-campus course
- ☐ You are representing the University of Idaho
- ☐ This requires professional behavior throughout your internship
- ☐ Learn a lot, ask many questions, and have some fun…and
- ☐ ALWAYS BE PROFESSIONAL!