

Business 199 and 199R

“At a glance”

1. Attend first session of class - Failure to attend the first class or to meet with Kitt Finlinson during the first two weeks of class will result in your being DROPPED from the class.
2. Obtain the following documents either from class or on-line:
 - a. Master Internship Agreement – must be signed by your employer. Employers signs this only once. Turn in to Kitt Finlinson, office 512, PRIOR to beginning work.
 - b. Internship Time Sheet – used to record your hours and work activity. This should be kept up daily.
 - c. Competency Form – from this document, you and your employer will select the competencies you will accomplish. You should plan on completing 70-80 % of the items on the list. **Pre-approval of competencies must be obtained.** Please see Kitt Finlinson, office 512, for pre-approval signature. For students working out-of-town, this may be accomplished via fax/email.
 - d. Internship Information Report – this form is to be completed and turned in at the end of the semester.
3. In order to obtain a passing grade in the class, the following documents must be turned in to the internship coordinator (Frank Sano) **BY THE LAST DAY OF THE SEMESTER:**
 - a. Completed internship time sheet
 - b. Competency evaluation completed and signed by employer
 - c. Copy of competency evaluation completed by student
 - d. Self-evaluation paper as described in syllabus
 - e. Completed Internship Information Report

These documents will then be forwarded by the internship office to Kitt Finlinson to be evaluated and graded.
4. If you have any questions or concerns about the internship process, email KFinlin@ldsbc.edu.