

School of Media Arts

M AR 593

**Graduate Internship
Checklist**

Intern Name:

Organization:

Semester and Year of Internship:

- _____ Application completed
- _____ Internship description approved
- _____ Waiver signed by intern (Assumption of Risk form, available on-line)
- _____ Contract signed by sponsor and by intern
- _____ Contract signed by UA
- _____ Reports (1st and 15th of the month during the internship)
- _____ Grade Report (form available on-line)
- _____ Updated Resume
- _____ Letter of Evaluation
- _____ Grade reported at end of semester
- _____ Grade Change -- date submitted: _____