

Internship Requirements for Select Colleges and Universities

School	Agency Information	Intern Information
Appalachian State	<ul style="list-style-type: none"> ● Provide university agency info. ● Communicate final evaluation of intern ● Keep in contact with University Supervisor throughout internship ● Student will not hold permanent position ● Determine intern's responsibilities ● Provide resources for student to complete his/her job ● Complete final eval. of intern ● Meet intern weekly to discuss progress 	<ul style="list-style-type: none"> ● Complete university assignments ● Following agency guidelines and dress code ● Seek advice ● Be a productive co-worker ● Notify supervisor when to be absent
Catawba College	<ul style="list-style-type: none"> ● Must be able to pay students during time of internship ● Students covered by their insurance, ● Intern works directly in their field, ● Increase work flow for students ● Provide evaluation for intern at end ● Make sure work hours are documented 	<ul style="list-style-type: none"> ● Must have internship approved prior to working ● Must provide personal transportation ● Make own housing arrangements ● Not allowed to work at previous agency ● Complete Experience Logs
Elon	<ul style="list-style-type: none"> ● Make sure interns complete assignments/requirements ● complete intern evaluation prior to end of internship ● Supervision is required 	<ul style="list-style-type: none"> ● Complete 400 hours of work, required 2.0 GPA ● Complete the following list of classes ● Complete written assignment of agency ● Required to attend staff meetings, orientation, workshops, etc.
Gardner Webb	<ul style="list-style-type: none"> ● Make sure that student completes hours and documentation for class 	<ul style="list-style-type: none"> ● Must have a 2.0 GPA ● Enrolled in current course to receive
Mount Olive	<ul style="list-style-type: none"> ● Fill out Evaluation prior to end of internship 	<ul style="list-style-type: none"> ● Complete Internship Placement form ● Complete other forms required for the course ● Submit final portfolio ● Complete 200 hours
NCSU	<ul style="list-style-type: none"> ● Assist intern in internships arrangements 	<ul style="list-style-type: none"> ● Complete assigned paperwork

	<ul style="list-style-type: none"> • Present intern overview of agency • Review guidelines of intern's portfolio • At least one conference per week • Submit midterm evaluation to the university advisor • Establish goals and objectives for the internship 	<ul style="list-style-type: none"> • Meet with agency supervisor once a week
UNCW	<ul style="list-style-type: none"> • Provide university and intern a written position description • Discuss with intern the overview of responsibilities of position and organization functions • Fill out a Placement Confirmation Agreement form • Set objectives with students for position • Help student fill out Special Project form to send back to university • Complete final evaluation at end of internship • Fill out Special Project evaluation 	<ul style="list-style-type: none"> • Complete timeline, attend meetings at internship site • Send checklist to agency • Have 2.0 GPA to start internship • Have two copies of internship manual
Western Carolina	<ul style="list-style-type: none"> • Complete 400 hours (Capstone) • Complete 50 hours (Mini-Internship) • Must assist in interview for Management • Interview (cap) • Help fill out Special Project form • Establish goals and objectives for the internship 	<ul style="list-style-type: none"> • Complete weekly experience logs and turn in bi-weekly (capstone) • Complete assigned work given by university • Complete reflection paper • Complete and turn in final packet (capstone)
Winston Salem	<ul style="list-style-type: none"> • Make sure intern is working the number of weeks assigned 	<ul style="list-style-type: none"> • TR: 14 weeks of work • Sport Management: Required to do 40 hours of work per week (13 week time period) • 2.0 GPA • At least a sophomore