

Procedures: Please read and follow these instructions in order to participate in the internship course. Forms are available on the web at: www.hrt.msu.edu/internship-program.

1. Meet with Marcus to discuss your internship prior to interviewing if possible. Bring a copy of your resume and draft employment cover letter to this meeting. Once you begin to consider opportunities, be sure your employment plan is approved by Marcus before accepting a position.
2. Complete the Internship Agreement Form with your employer. This is a statement of understanding between you and the employer. It is a valuable tool to develop shared expectations for the internship and can be useful if those expectations are not being fulfilled during the internship. The most important part of this is the learning objectives; these are the skills and responsibilities you will be developing during the internship. Develop at least four important objectives in detail, including how these will be met.

This form must be typed and signed by you and your employer before being submitted to Marcus for approval. You should also provide a signed copy to your employer.

3. Bring a copy your completed agreement form to Marcus no later than May 1, 2015 to obtain enrollment overrides. Students enrolling after May 18th will be assessed a \$50 late fee; students attempting to enroll after this date may also be denied by the Department.

Students will be enrolled in AT 293 section 735. You will not be able to enroll into this course until a signed agreement form has been submitted to and approved by Marcus. The course will be run through the D2L system. Please be sure you are familiar with the system and have computer capability and software which allows you unimpeded access to the course throughout the summer semester.

4. Complete the academic requirements on time as outlined in the syllabus.
5. An ET grade is assigned to all students at the end of summer semester. A pass/no pass grade will be entered at the end of fall semester based on the grading criteria.

Questions? Please contact Marcus at duckmarc@msu.edu