

Internship Assignment Checklist

All assignments must be completed in order to receive a passing grade in your internship.

<http://www.washk12internships.org/>

See internship calendar for assignment due dates and workshop dates.

ONE TIME ASSIGNMENTS

Should be completed **the semester or summer before** your internship begins

- [Submit Application](#) see your counselor to begin the process
- [Workshop 1 - Resume Workshop](#)
 - Cover Letter
 - Resume
 - References
- [Workshop 2 - Interview Workshop](#)

Cover letter, resume, and references must be complete to bring with you when you attend Workshop 2
- Mock Interviews
- Workplace Skills Certificate of Completion from workshops
- [Training Agreement](#)



QUARTER ASSIGNMENTS

Due at midterm and end of quarter, submitted online at: <http://www.washk12internships.org/snow-canyon--time-sheet.html>

Quarter 1

- Time Card and Journal Entry - Midterm
- Time Card and Journal Entry - End of Quarter

Quarter 2

- Time Card and Journal Entry - Midterm
- Time Card and Journal Entry - End of Quarter

SEMESTER ASSIGNMENTS

Due before the semester is complete

- [Employer Evaluation](#)
- [Final Project](#) - Internship Summary and Photo
- Workplace Skills Certification Exam