

For IC office Use
Student returned to office for IC's Signature ____
Internship form submitted to Dean's office ____
Midterm Internship performance form ____
Final Internship Performance evaluation form ____
Final Grade ____

Internship Advising Log for Communications: **Fall 2020**

(Name) _____ met with Hillary Homzie on (Date) _____

Personal Information:

Email: _____ Phone: _____

List of "to do's"

- 1) **Go to** the COMS website to download your internship forms—Internship Agreement and the Advising Log. Or go to the Canvas Internship Preparation (misc) to download your forms. Read and fill out the Agreement, as well as the Advising log.
- 2) Have your internship onsite (or remote) supervisor fill out their portion of the Internship Agreement form. **Be sure** that they fill out the form with specificity outlining what type of educational training will be provided.
- 3) Fill out your portion of the Internship Agreement form. **Be sure** to check with your academic advisor about how many units you plan on completing and for any other concerns regarding your internship units. Please write Financial Aid on the top of your Agreement, if you receive financial aid
- 4) Have the internship coordinator, *Hillary Homzie*, **check** and **sign** your Internship Agreement form by turning it into Arts & Humanities Internship Preparation (misc) on Canvas. Also sign and turn in your advising log. The Canvas Internship Preparation (misc) is not a course, but a place to turn in your paperwork.
- 5) **Once you have turned in the internship forms into Canvas (Arts & Humanities Internship Preparation) on or by the first priority registration (August 31, 2020)**, Hillary Homzie, the internship coordinator, will respond on Canvas whether your internship has been approved or whether you need to adjust anything on any of your forms. Once she communicates via Canvas that your internship and your internship paperwork has been approved, Hillary will send the form onto the AC who will get the chair's signature and the dean's signature. This will insure the registration of your internship units.
- 6) It is ***your responsibility*** to check to make sure that your units appear in your portal after 14 business days. If they don't, contact *Hillary* ASAP.
- 7) **You will not receive a grade** for your internship unless you **upload** your midterm evaluation (by 10/26/2020), your final evaluation (due 12/9/2020) and take your final survey (due 12/9/2020) via the Canvas metacourse.
- 8) I have read and fully understand everything on this form (signature) _____

** Please do not hesitate to contact Hillary if you have further questions. ** homzie@sonoma.edu