

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: **Summer 2020**

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

Personal Information:

Email: _____ Phone: _____

List of "to do's"

- 1) **Go to** your major's website to download your internship forms—Internship Agreement and the Advising Log. Read and fill out the Agreement, as well as this Advising log. You may also be able to download the forms from Arts & Humanities Preparation "class" on Canvas.
- 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 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.
- 4) Have the internship coordinator, *Hillary Homzie*, **check** and **sign** your internship form by turning it into Arts & Humanities Internship Preparation (misc) on Canvas. This is not a course but a place to turn in your paperwork. **Once you have turned in the internship forms into Canvas (Arts & Humanities Internship Preparation) on or by the first priority registration (July 2, 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 department's AC who will get the chair's signature and the dean's signature. The form will then be sent to Extended Ed. You must reach out to SSU Extended Ed extendeded@sonoma.edu or by leaving a voice message on their message service hotline at (707) 238-4723 and pay for the course. They also have a chat service. This will insure the registration of your internship units. Extended Ed, during COVID-19, will now direct students to pay online using the ACH feature. You will not be charged the 2.75% for using this option. Here's more on how: <http://web.sonoma.edu/seawolfservices/payment-faq.html>
- 5) 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.
- 6) **You will not receive a grade** for your internship unless you **turn in** your supervisor's evaluation for and the final self-survey on the Canvas meta-course. **The self-survey, and evaluation from your supervisor** will be due by **8/10/20**.
- 7) 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