

# INTERNSHIP PROGRAM

(student workflow)

## I am enrolled in the Internship Program! Now what?

Great job! Please check Campus Connection to ensure you are enrolled in the correct course and amount of credits.

Now you can focus on getting ready for your internship and the requirements laid out for you during the semester. All requirements must be met by the provided deadlines in order for a student to receive a *Passing* or *Satisfactory* grade for this internship experience.

## During the internship, students must complete the following...

For more information about these requirements and specific dates and deadlines, please contact the Internship Program staff at [ndsu.intern@ndsu.edu](mailto:ndsu.intern@ndsu.edu) or visit the [Internship Program website](#).

### CHECK-IN WITH YOUR ADVISOR

Before you begin your internship, please make sure to connect with your faculty or internship advisor to make sure you understand the requirements and assignment details for your department or program. Continue to check-in with your advisor to update them on the progress of your internship.

### COMPLETE THE MID-TERM SELF EVALUATION

Halfway through the semester, the Career and Advising Center will administer a Mid-Term Self Evaluation via your NDSU email. This online evaluation must be completed by the deadline provided.

### COMPLETE THE FINAL SELF EVALUATION

At the end of the semester, the Career and Advising Center will administer a Final Self Evaluation via your NDSU email. This online evaluation must be completed by the deadline provided.

### ENSURE YOUR SUPERVISOR COMPLETES THE FINAL EMPLOYER EVALUATION

At the end of the semester, the Career and Advising Center will send out an Employer Final Evaluation to your designated supervisor. This online evaluation must also be completed by the deadline provided. Please check in with your supervisor to ensure they have received this evaluation at the end of the term.

### COMPLETE YOUR ASSIGNMENT & SUBMIT TO FACULTY ADVISOR

*(Not Applicable to All Students)*

Near the end of the semester, complete the required assignment(s) given to you by your faculty or internship advisor. Assignments must be submitted (emailed or otherwise) to your faculty or internship advisor by the deadline provided in order to receive a grade for the experience.