

# O'NEILL GRADUATE STUDENT INTERNSHIP CHECKLIST

- Majority of internship hours take place in the term that you are receiving credit for
- Internship is directly related to academic studies and degree focus
- Internship supervisor is not related to intern
- Supervisor has a professional email address (not a gmail, qq, yahoo, etc.)
- Internship has an online presence
- Internship does not rely solely on door-to-door sales
- Job description is clear and agreed upon by intern and supervisor
- Clearly defined start and end dates are provided
- Internship is not located in an area identified as 'unsafe' by the US State Department
- All resources, equipment, and facilities are provided by employer
- Internship application has been submitted for review through [SPEACareers.indiana.edu](https://speacareers.indiana.edu)
- Permission to enroll has been received by the Internship Coordinator
- Course enrollment was submitted
- Approval message has been received by the Internship Coordinator
- All work authorization paperwork has been submitted and approved **if you are an International Student interning in the U.S.**