

Internship Checklist

- ❑ Log into FITS: confirm how many **VERIFIED HOURS** you have,
 - ❑ 400 internship hours required,
 - ❑ A minimum of two different internship placements are required. However, **if one of your internship placements is in retail (for a maximum of 100 hours)**, then you **must** have a minimum of three internships.
- ❑ Calculate the number of outstanding hours.
- ❑ Check records that are marked as DRAFT. Draft records are saved but not submitted to the program directors.
 - ❑ **IF YOU HAVE DRAFT/UNAPPROVED RETROACTIVE INTERNSHIP RECORDS** - you have until Friday, October 7th, 2016 to complete applications and get those hours approved. After that date, retroactive hours may not be accepted and thus may not count towards your total required hours.
- ❑ **Submit all FITS applications for approval within two weeks of starting a new internship.**
- ❑ Submit the following for each placement:
 - ❑ **Liability Waiver Form** (completed by the student)
 - ❑ **Student Declaration of Understanding for Workplace Safety and Insurance Board or Private Insurance Coverage** (completed by the student)
 - ❑ **Letter to Workplace Employer** (signed by the employer/supervisor)
 - ❑ Forms are available here: <https://goo.gl/KLBDZC>
- ❑ **Register in FSN 402 in Winter of 4th year.**