1. Students find Internship on their own.
2. Student completes Internship Agreement.
   a. Agreement includes overview of internship, purpose, hours, employer signature and copy of student resume.
3. Student sets up appointment with Internship Faculty Advisor (Les Harman).
4. Faculty Advisor to review Internship application with student and either approve or reject.
5. Internship Accepted:
   a. Fill out a daily time log and submit at then end of every month with Employer Supervisor Signature.
   b. Continue to add works samples to your e-portfolio(make sure you received Employer permission before you add)
   c. Final Reflection Paper due to Faculty Advisor at end of Internship.
   d. Final Employer Supervisor Evaluation.