CHECKLIST FOR RECEIVING CREDIT

- Review Brochure from Career Services
- **Report** Internship at mtech.edu/career
  - Degree-Related | Internship
- □ Talk to your Advisor
  - □ Get Approval of Internship
  - □ Collect CRN, SUBJ, CRSE, Course Title
  - □ Discuss Academic Assignment(s)
  - □ Draft Objectives
  - □ Summarize discussion
- □ Review Instructions email from Career Services
- □ Complete DocuSign **Registration Form**
- □ Complete/Update DIGGERecruiting account
  - □ Make sure Primary Email is correct
  - □ Check email regularly
- □ Attend a Career Services Internship **Workshop** (See schedule in DIGGERecruiting)
- □ Pay for Internship Credits—Finalize Bill
- □ Review internship Syllabus
- □ Complete syllabus assignments
- □ Discuss learning objectives with supervisor
- □ Complete **Learning Agreement** via link to DIGGERecruiting
- □ Inform Supervisor about signing Learning Agreement and filling out Evaluations
- □ Complete **Mid-Term Evaluations** sent via email from Career Services (long-term Interns)
- □ Receive Career Services check-in email in July
- □ Complete **Evaluations** sent via email from Career Services
- □ Send photo(s) of your awesome experience to astillwagon@mtech.edu
- □ **Have a great internship experience!**

(View Experiential Learning Brochure)