

CREDIT CHECKLIST

- Review Brochure from Career Services (in URC 109)
- Fill out the **Outcomes** tab in DR2.0
- Report Internship at mtech.edu/career to receive credit
 - Degree-Related | Internship
- Talk to your Advisor
 - Get Approval of Internship
 - Collect CRN, SUBJ, CRSE, Course Title
 - Discuss Academic Assignment(s)
 - Draft Objectives
 - Be prepared to summarize requirements
- Review Instructions email from Career Services sent to your MTech email through DR 2.0
- Complete DocuSign **Registration Form**
- Attend a Career Services Internship **Meet-up**
- Pay for Internship Credits - Finalize Bill
- Review Internship Syllabus
- Discuss learning objectives with supervisor
- Complete **Learning Agreement** via fillable PDF (within the **first 2 weeks** of your experience)
- Inform Supervisor about signing Learning Agreement and completing Evaluations
- Complete syllabus assignments and all forms by indicated deadlines
- Complete **Mid-Term Evaluations** sent via email from Qualtrics (Co-ops and long-term Interns)
- Review Career Services mid-term check-in email
- Complete **Evaluations** sent via email from Qualtrics
- Send photo(s) of your awesome experience(s) to careerservices@mtech.edu
 - Post on social media - #MTechCareerROI
- Have a great internship experience!**