SECTION I: STUDENT PERSONAL & INTERNSHIP INFORMATION

Student Last Name: ___________________ Student First Name: ___________________ I.D. #: ___________________
Email Address: _______________________
Internship Term: _____________________ Start Date: _____________ End Date: _____________
Best Professional Practice Agency: _____________ Internship Job Title: _____________
Website: _____________________________ Supervisor Name: _____________________________
Supervisor Phone Number: _____________ Supervisor Email: ___________________________

SECTION II: LEARNING OBJECTIVES

PREPARE:
   ( ) Career Pathway: 60 word Personal Statement
   ( ) Select 5 Best Professional Practice EXS Internship Agencies
   ( ) Complete BYU-Hawaii forms from Career Services:
       ( ) Portfolio
       ( ) Resume
       ( ) Cover Letter
       ( ) Personal Statement
       ( ) Memorandum of Understanding (MOU)
       ( ) EXS Learning Agreement
       ( ) Offer Letter from EXS Agency

ENGAGE:
   ( ) EXS Internship Agency: Description of 180 hours
   ( ) 5 Weekly Agency Reports

IMPROVE:
   ( ) Midterm Agency Evaluation
   ( ) Two on-site EXS Agency visits and Shadowing reports
   ( ) Capstone value added project
   ( ) Highlight Article
   ( ) Final Agency Evaluation
   ( ) Self Evaluation

****See Canvas for More Details****

SECTION III: AGREEMENT AND SIGNATURES

☐ STUDENT will complete their Quatrics Survey at http://byuhi.az1.qualtrics.com/jfe/form/SV_2b0jM0LdcBSZ4VL

Student Signature: ___________________________ Date: ___________
Reviewer Signature: ___________________________ Date: ___________
Internship Coordinator Signature: ___________________________ Date: ___________

RETURN COMPLETED FORM