



*Ashland University*  
*Dauch College of Business and Economics*

***Business Internship Student Checklist***

**Before Start of Business Internship**

- \_\_\_\_\_ Identified business internship
- \_\_\_\_\_ Prepared résumé and cover letter for business internship
- \_\_\_\_\_ Applied for business internship
- \_\_\_\_\_ Met with the business internship site supervisor
- \_\_\_\_\_ Outlined project(s)/activities with site supervisor
- \_\_\_\_\_ Met with the faculty internship advisor
- \_\_\_\_\_ Reviewed, completed, obtained approval for *Business Internship Student Learning Contract*
- \_\_\_\_\_ Read and signed *Business Internship Student Release Form*
- \_\_\_\_\_ Registered for academic credit for business internship during regular registration period

**During Business Internship**

- \_\_\_\_\_ Contacted the faculty internship advisor within two (2) weeks of starting internship or if questions arose during internship
- \_\_\_\_\_ Completed and returned *Student Evaluation of Business Internship Experience*

**At Completion of Business Internship** (See *Business Internship Student Evaluation Methods* handout)

- \_\_\_\_\_ Copy of *Business Internship Student Learning Contract*
- \_\_\_\_\_ Copy of cover letter and résumé
- \_\_\_\_\_ Organizational chart of business internship site
- \_\_\_\_\_ Internship Position Description
- \_\_\_\_\_ “Critical Incident” log
- \_\_\_\_\_ Copy of materials prepared in executing specific business internship project(s)
- \_\_\_\_\_ Executive Summary of business internship experience
- \_\_\_\_\_ Copy of “thank you” letter submitted to site supervisor\_\_\_\_\_
- \_\_\_\_\_ Copy of final *Student Evaluation of Business Internship Experience*