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**KIN 4015/4016 Internship and research experience tracking form**

*To be turned in with your total hours attached upon the completion of your experience.*

**Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (i.e. spring 2018)**

**Total # of credits: \_\_\_\_\_\_\_\_\_\_\_\_**

**Internship location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Supervisor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Email(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**End date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Initial application:**

* Application submitted to Marci. Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Be sure to attach:
		- Signed policy page
		- Background check verification
		- Copy of CPR. If not turned in with application a copy needs to be submitted before you can start your internship. Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* For research, you will not be cleared to register until your research supervisor has signed the application
* Once all paperwork is turned in you will be allowed to register.
* Register for proper number of credits. Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *How to change your total number of internship/research credits?*

Go to where you add/drop classes & at the top of the page are three yellow tabs. One of them says "schedule & options". Click on that tab & the courses you're enrolled in will appear there. The credits for the classes will be underlined, so click on the credits and it will let you change them. Once you change them, then you need to click the submit button at the bottom of the page.

**Required documentation during internship:**

All paperwork requirements can be found on the UW K&H website: <http://www.uwyo.edu/kandh/undergraduate-studies/internships/reports-evals-deadlines.html>

You must follow these guidelines and complete all reports to successfully complete your experience.

**Weekly or Biweekly reports:**

Upload a report every other week or every 40 hours, whichever is less. Your total number of reports will vary depending on the total number of hours you are completing.

Track all hours (word or excel) and attach to this form. Your supervisor must sign to verify.

**Upload reports to WYOCOURSES.**

* Initial report: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Report 1: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Report 2: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Report 3: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Report 4: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If needed:

* Report 5: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Report 6: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Report 7: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* FINAL report: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Some of you may only have 3-4 reports based on your total number of hours. That is all you need to complete.

**Evaluations:**

You will need to email the evaluation link to your supervisor. The link can be found on the K&H website.

**Midterm: to be completed at the halfway point of your internship**

* + Self-evaluation: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Supervisor’s evaluation: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final: to be completed upon the completion of your internship**

* + Self-evaluation: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Supervisor’s evaluation: Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other required paperwork:**

* **Exit survey:** Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Please turn in a *signed* log of hours with this form upon the completion of your internship or research experience. Your supervisor must sign off on your hours and complete their evaluations. This can be emailed, scanned or turned in in person.**