

Albion College
GERALD R. FORD INSTITUTE FOR LEADERSHIP IN PUBLIC POLICY AND SERVICE

Internship Check List

1. End of first week:
 - Internship Introduction Form
 - Digital Photo that illustrates you at work

2. Every other Friday (even if you only worked a few days):
 - Internship Journal – INCLUDE YOUR NAME AND EMPLOYER

3. Halfway point of your internship:
 - Employer Mid-Term Evaluation
 - Intern Mid-Term Self Evaluation

4. Completion of your internship:
 - Completed Time Card
 - Final Journal Entries
 - Final Paper
 - Employer Final Evaluation
 - Intern Final Evaluation