

Advanced Programs IDR Deadlines

(Includes Internships, Directed Readings and Independent Study)

Internship Packet Submission Deadlines

- *Packets should be submitted to the internship faculty advisor on or before the following deadlines:
 - Spring: November 1
 - Summer: March 1
 - Fall: July 1

Enrollment Deadlines

Once the approval process is complete, students can verify their enrollment through their ONE account under the concise student schedule or unofficial transcript.

Final Report Deadlines

- Final reports are due by the following dates:
 - Spring: April 1
 - Summer: August 1
 - Fall: December 1

Late submissions will not be accepted unless **extenuating** circumstances are approved in writing by the AP Faculty Advisor **prior to the due date**. Tardiness on part of the student is-not considered extenuating, and does not constitute for the evaluation or approval.

The University of Oklahoma
Human Relations – Advanced Programs

IDR REQUEST FOR ENROLLMENT

Student Information:

Name:		
(9 digit) OU Student ID #:		EX: (111-12-1234) <i>Not</i> Social Security # or OU 4x4
OU e-mail address:	Telephone:	ext. #
Alt. e-mail address:	Alt. phone:	ext. #
Site/Location:		
Military Branch:		
Fund Source: Self-Pay <input type="checkbox"/> TA <input type="checkbox"/> VA <input type="checkbox"/> Other <input type="checkbox"/> *TA must be secured at least one week prior to course start date		

Semester/Year: Submit One (1) Enrollment form per course, per semester

Spring 20 ____	Summer 20 ____	Fall 20 ____
IDR Credit Hours ____	IDR Credit Hours ____	IDR Credit Hours ____

- HR 4113 Practicum –Professor _____
- HR 5960 Directed Reading - Professor _____
- HR5990 Independent Study - Professor _____
- HR 5200 Internship - Kristi Wilson

Internship Agency Information:

1) Name of Internship Agency : _____

2) FEMA:

Department of Human Relations
601 Elm Ave., Rm. 725
Norman, OK 73019
(405) 325-1756
FAX: (325) 325-4402
[Human Relations Forms](#)

****Submit the Request for Enrollment and pages I-1to I-6 for an agency internship to: mhrinternshipproposal@ou.edu**

I hereby grant OU Advanced Programs permission to enroll me in the requested course as approved by the Human Relations Department.
Advance Programs will send confirmation of enrollment to your OU email address.

**HR 5200
AP INTERNSHIP
ENROLLMENT PROCEDURE GUIDELINES**

1. You must-be-admitted to the MHR program.
2. You must successfully completed 12-credit hours of Human Relations coursework, prior to enrolling.
3. You must locate an internship site and an on-site supervisor.
4. Complete the **Memorandum of Understanding and the Learning Objectives** (pages I-1 to I-6).
See checklist at the end of this document.
5. Have the on-site supervisor sign pages I-4 and I-6.

ADVANCED PROGRAM STUDENTS

Send only the completed Request for Enrollment and pages I-1 to I-6 of the Memorandum of Understanding as one PDF attachment to; mhrinternshipproposal@ou.edu.

Once your internship proposal is-approved, students will receive an email from the HR department and the request for enrollment sent to Advanced Programs (AP).

Advanced Programs will send verification of enrollment to students via their OU email.

Regular tuition fees apply to internship hours and are-billed directly through the bursar's office. List the end date of the course for TA purposes: fall December 31, spring April 30, or summer August 31.

Students who have not received notification of enrollment by 30 days past the enrollment due date should contact their AP Advisor to verify receipt of their internship proposal.

The University of Oklahoma
DEPARTMENT OF HUMAN RELATIONS
ADVANCED PROGRAMS STUDENT INTERNSHIP
GUIDELINES

PURPOSE of an internship:

- To afford students in the Department of Human Relations at The University of Oklahoma an opportunity to apply theoretical principles of human relations to practical situations.
- To emphasize practical field experience with an opportunity for feedback. (It may give students considering employment in a specific field a chance to determine if the area of practice is that toward which they wish to direct their career).

STUDENT RESPONSIBILITY: The major responsibility for the quality of the internship is placed with the student. Before undertaking an internship and prior to enrollment in HR 5200, the student will have acquired sufficient theoretical and planning skills to construct a worthwhile experience. The Department of Human Relations has provided the following guidelines. Our recommendation that you, the student:

- **Complete at least twelve (12) hours of Human Relations coursework, the semester prior to beginning an internship.**
- Identify an agency supervisor/instructor with the internship site that you are interested in providing an internship experience. Important: Start your planning for internships during the semester prior to enrollment.

Advanced Programs students should submit a Request for Enrollment form and the following items A and B to: mhrinternshipproposal@ou.edu.

- A completed learning objectives report (page I-6) **OR** a completed prospectus which should include the following information:

Prospectus

1. Give the name of the organization and agency supervisor. Include the address and the phone number.
2. Identify the need of the organization for and how the internship experience helps to fulfill that need.
3. Name the qualifications/skills/experience you have which will serve to meet this need.
4. Name the functions/tasks you will perform during the internship and methods used or techniques applied.
5. State the time commitment per week (hours/day) you will be interning.
6. List the learning objectives that you wish to meet through the internship.
7. Describe how the quality and learning experience of the internship is evaluated and documented.
8. Describe the extent of the commitment of the supervisor/agency to you and your internship experience.
9. Obtain a signature from the on-site supervisor.

AND

- B) A Completed Memorandum of Understanding. Students should complete the Memorandum of Understanding by listing the required information on pages I-1 to I-5. The on-site supervisor must sign pages I-4 and I-6. The student must sign page I-5. (The chair and faculty advisor signatures will be blank).

SUPERVISION OF INTERNSHIP: The nature of the supervision varies considerably with the type of internship. Ideally, the supervisor will possess the expertise necessary for consulting with the student and providing professional evaluation of the work done by the student. Other students may not serve as supervisors. The University requires that each intern and agency sign a "Memorandum of Understanding." In addition, some supervisors and students may want to negotiate a brief written contract, stipulating explicit mutual responsibilities and expectations as an addendum to the Memorandum of Understanding. Also see "Supervisor: Suggested guidelines."

CREDIT HOURS: One credit hour of HR 5200 = 75 clock hours of internship/semester or 5 clock hours/week. For the required six (6) credit hours of internship, each student must complete 450 clock (work) hours of internship activities. (To assist you in figuring your credit hours vs. clock hours, see the next page). The student may enroll in one to six hours of internship during a semester, depending upon student and agency need. Typically, students enroll for two or three credit hours per semester. The internship may be in more than one activity and/or more than one agency depending upon the focus of the student's graduate program. (If internship agency is different for each enrollment, Memorandum of Understanding is required for each agency and one Enrollment Request form for all).

REPORTS and/or Memoranda: Students are responsible to have all memoranda and paperwork related to their internship turned into the Department of Human Relations by the designated timeframe. The final report may vary in format as agreed upon by the student and her/his advisor. The length of the final report may vary. If work in the field is completed, the written report may be proportionally shorter. For instance, a report might be a combination of journal highlights and process notes with summary conclusions or formal documents. All reports are to include time documentation, analysis and evaluation of the experience. The department has provided forms for students to structure this information. Additional copies of the forms are available in the Human Relations office and all site offices. Below is a list of the documentation required and when it is due to the department.

1. MEMORANDUM OF UNDERSTANDING and ATTACHMENT "A" Student acknowledgment And Release: Agency supervisor signature required. Student signature required. Due in the Human Relations Department before enrollment in the internship.
2. LEARNING OBJECTIVES OR PROSPECTUS: Due in the Human Relations Department before enrollment in the internship. Student and internship supervisor's signatures required.
3. FINAL REPORT: Final reports are due: Fall Semester – December 1, Spring Semester - April 1, and Summer Semester - August 1, in the semester of which the student is-enrolled for the internship. This report is a compilation of learned skills and experiences.
4. SUPERVISORS REPORT "Assessment of Student Intern": This report is due no upon completion and submission of final report to Canvas. Each intern is responsible to see that his/her agency supervisor sends a final report to the Department of Human Relations, completed and signed by the supervisor and signed by the student.

TERMINATION: Students must notify the **AP Advisor and local supervisor** immediately if they discontinue their internships. You must submit a detailed explanation in writing to both HR and Agency.

GRADES: Internships are S/U graded. A grade of U on the internship will be grounds for dismissal from the Human Relations degree program.

NOTE: The description of internship in the program planner will satisfy clause 6A of the internship agreement. Therefore, students must provide their agency supervisors with a copy of the information. A copy of the prospectus signed by the student intern and the agency internship supervisor(s) will satisfy clause 6B. Permission to enroll in internship hours will-not-be-given until the completed copies of this form on file in the HR office. Liability insurance is available through the American Counseling Association (forms available in the HR office or at the various sites.)

SUPERVISOR SUGGESTED GUIDELINES

The on-site supervisor in the sponsoring agency/organization are-requested to review the **STUDENT INTERNSHIP GUIDELINES** and be responsible for the following:

- **SCREENING:** Screen and approve students for proposed internships, assuring that the candidate is properly qualified for the tasks under consideration. When the internship activity is agreed upon, the supervisor, the university and the student must sign the Memorandum of Understanding and Attachment A. Also, with the supervisor's input, the student is responsible for outlining the learning objectives she/he hopes to achieve from the internship experience.
- **SUPERVISION:** Provide adequate supervision to assure that the internship is a service to the agency, community, etc., and a meaningful learning experience for the student.
- **REPORT:** Provide to the Department of Human Relations a brief, final evaluation of each student upon the completion of the internship and/or progress reports if they seem useful. An intern sponsor is-expected to share such evaluations with the student.
 - Students may request their on-site supervisor.
 - Complete the department form entitled, "**Assessment of Student Intern.**"
 - Reports can-be-emailed to the Faculty Internship Advisor or a hard copy can be mailed.

Send reports to:

Department of Human Relations
Faculty Internship Advisor
University of Oklahoma
601 Elm Street, Room 725
Norman, OK 73019

CREDIT HOURS GUIDELINE

The following represents the total number of clock hours for each credit hour of internship. Students should plan to enroll in the number of credit hours for the number of clock hours, which they will be able to complete during the specific semester.

- 6 credit hours = 450 clock hours
- 5 credit hours = 375 clock hours
- 4 credit hours = 300 clock hours
- 3 credit hours = 225 clock hours
- 2 credit hours = 150 clock hours
- 1 credit hour = 75 clock hours

NAME:

SEMESTER/YEAR:

NUMBER OF CREDIT HOURS:

FACULTY ADVISOR: Kristi Wilson

**The University of Oklahoma
DEPARTMENT OF HUMAN RELATIONS
Practicum/Internship
MEMORANDUM OF UNDERSTANDING**

I. This memorandum of understanding is made this _____ of _____, 20____ by and between The University of Oklahoma, Department of Human Relations (hereinafter called the "University"), and _____ (hereinafter called the "Agency").

II. WHEREAS, it is the desire of the University to utilize resources of the Agency for students, enrolled in HR 5200 Internship of the University; and WHEREAS, the Agency has such facilities and is desirous of cooperation with the University in making them available for the educational purposes, NOW THEREFORE, THE PARTIES MUTUALLY AGREE TO THE FOLLOWING:

A. The University and the Agency jointly agree:

1. As of, _____, 20____, the Agency will allow the university to use
Its facilities for a practicum/internship for students enrolled at the University.
2. This agreement shall be effective beginning _____, 20____ and ending _____, 20____
By giving the other written notice of termination of not less than thirty-days. The agreement may-be terminated at any time by mutual consent.
3. The Agency and the University cooperate in the placement of students. The Agency has no obligation to work with students who are, or found to be, unsuited to the Agency practicum/internship.
4. Access to student records, shall be governed by the Family Educational and Privacy Rights: Act, 20 U.S.C.S. 1232 G, commonly known as the "Buckley Amendment".
5. No party to this agreement, shall in connection with any aspect of its performance, discriminate against any person due to race, color, gender, age, religion, disability, veteran's status, sexual orientation, or national or ethnic origin.
6. Its' agreed that Agency acceptance of students for practicum/ internship does not obligate the Agency to compensate the University. Further, there is no financial obligation on the part of either institution to the other. Any agreements that promises financial compensation to a student are wholly separate and apart from this memorandum of understanding.
7. The University and Agency agree to prohibit students, faculty, or staff from publishing any materials as a direct result of the practicum/internship experience in the Agency, unless such publication are approved for release, in writing by the Agency and the University, such approval not to be withheld unreasonably.

NAME:	SEMESTER/YEAR: NUMBER OF CREDIT HOURS:
FACULTY ADVISOR: Kristi Wilson	

B. Responsibilities of the University

1. The University will designate a faculty liaison to work with the Agency who may help in developing student assignments and training activities and assisting with student evaluation.
2. The University will confer with the Agency prior to the placement of any student in order to establish or to review the purpose, provisions, and responsibilities involved in the practicum/internship experience.
3. The University is responsible for monitoring the learning experiences of the student.
4. When circumstances beyond the control of the University or Agency indicated the student must be withdrawn, or if the Agency is unable to meet the conditions of the agreement, the University has the responsibility to withdraw the student from the Agency. This action would be in consultation with the Agency internship supervisor and other Agency personnel involved.
5. The University agrees not to use the Agency name in any publications or advertising, except in University catalogues, bulletins, and student recruitment materials, without prior written Agency approval.
6. The following clauses may or may not be applicable to this agreement. Only those clauses initialed by both parties shall be in effect.

The University will provide each practicum/internship in the Agency with current policies, guidelines, and required practices.

The University will provide the Agency with current information on dates of practicum/internship assignments, hours of work and nature of educational assignments necessary for each student.

The University will provide group meetings throughout the year for administrators, agency liaison staff, and practicum/internship instructors. The programs are-designed to promote understanding of the Curriculum of the University, to encourage communications and interaction, and to develop competence in practicum/internship instruction.

The University may offer workshops and other learning opportunities in practicum/internship. Instructors may attend without payment of tuition.

The University will permit its faculty to participate as resource persons at Agency activities on invitation from the Agency and with the approval of the University faculty's chair.

The University will provide library privileges for practicum/ internship instructor.

NAME:

SEMESTER/YEAR:

NUMBER OF CREDIT HOURS:

FACULTY ADVISOR: Kristi Wilson

C. Responsibilities of the Agency:

1. The Agency will be responsible for the actual supervision and control of the student's activities within the Agency. The Agency will designate one or more staff persons with appropriate qualifications to instruct and to supervise the student.
2. The Agency will provide adequate work resources, which enables the student to function effectively. There will be adequate provision for protecting confidential materials.
3. The Agency will provide learning experiences, including orientation to the Agency.
4. The practicum/internship supervisor will be responsible for prompt submission of reports, which adequately describes the student's learning experience, if required by the University.
5. The Agency will communicate immediately with the faculty liaison any concern regarding the student's performance or learning.
6. The Agency will consult with the University immediately if specific circumstances arise, which requires the Agency to asks that the student to be withdrawn from the practicum/internships during the school year.
7. The Agency will agree to arrange student schedules, which will not conflict with those schedules of the University.
8. The Agency agrees to permit, upon reasonable request, the inspection of clinical and related practicum/internship facilities by the University and by those agencies charged with the accreditation of the University.
9. The Agency agrees to provide each student in the Agency all Agency policies, rules, regulations, and expectations, which are pertinent to the Student's role in the practicum/internship.
10. The following clauses may or may not be applicable to this agreement. Only those clauses initialed by both parties shall be in effect.

The Agency will provide adequate time for the practicum/internship supervisor to hold individual conferences with the student for at least ONCE per WEEK. Time provided for group conferences with the student as needed during the school year and for teaching preparation in advance of the conferences.

NAME:	SEMESTER/YEAR: NUMBER OF CREDIT HOURS:
FACULTY ADVISOR: Kristi Wilson	

D. Responsibilities of the Student:

- 1. SEE ATTACHMENT "A" WHICH MUST BE SIGNED AND DATED BY THE STUDENT AND ONE WITNESS.**

APPROVED:

Internship Faculty Advisor

Date

Electronic//digital/computer signatures not accepted.

Agency On-Site Supervisor Handwritten Signature

Date

Electronic//digital/computer signatures not accepted.

NAME:

SEMESTER/YEAR:

NUMBER OF CREDIT HOURS:

FACULTY ADVISOR: Kristi Wilson

**Practicum/Internship
MEMORANDUM OF UNDERSTANDING
ATTACHMENT A
Student Acknowledgment and Release**

- I. This memorandum of understanding is made this _____ of _____, 20 _____ by and between The University of Oklahoma, Department of Human Relations (hereinafter called the "University"), and _____ (hereinafter called the "Agency").
- II. WHEREAS, the student has entered into a practicum/internship, the Student acknowledges his/her responsibilities as shown below and agrees to the following:
 - A. The student will adhere to Agency and University policies, procedures, programs, and operating standards. Examples may include but are not limited to the following rules for hours of Agency operation and necessary absences, providing monthly and narrative reports, and providing continuity of services and treatment during University holidays, scheduled in advance with the practicum/internship instructor.
 - B. The student will be under the actual direction and supervision of the Agency during participation in practicum/internship activities.
 - C. The student will complete all documentation required by the University and the practicum/internship instructor.
 - D. The student will prepare for and participate in regular evaluation conferences if required by the University or Agency.
 - E. The student has the responsibility to act professionally and ethically and to maintain confidentiality.
 - F. The student is responsible for his/her own health, accident, automobile and professional liability insurance. If the Agency has health requirements, the student is-expected to meet the requirements of the Agency.
 - G. The student is not an employee of the Agency or the University and is not entitled to financial remuneration during the practicum/internship unless otherwise arranged by the Agency and student.
 - H. Travel to and from the practicum/internship is paid by the student.
- III. The terms hereof shall serve as a release and assumption of risk for myself, heirs, estate, administrator, assignees, and all members of my family.

APPROVED:

Student (handwritten signature)

Date

*Electronic//digital/computer signatures not accepted.

Witness (handwritten signature)

Date

*Electronic//digital/computer signatures not accepted.

**STUDENT'S INTERNSHIP/PRACTICUM
LEARNING OBJECTIVES**

NAME: _____ OU ID#: _____

EMAIL: _____ PHONE: _____

ADDRESS: _____

HR FACULTY ADVISOR: Kristi Wilson SEMESTER/YEAR: _____

INTERNSHIP AGENCY, OFFICE, ETC. _____

INTERNSHIP ADDRESS: _____

SUPERVISOR'S NAME: _____ PHONE: _____

NO. OF CREDIT HOURS: _____ # CLOCK HOURS/WEEK: _____

1. Description of internship duties and responsibilities:

2. Learning objectives you have for the internship:

3. Criteria you will be using to measure and evaluate the internship experiences. (Include a discussion of how feedback will be provided, supervisor's expectations, and other pertinent information):

Students Handwritten Signature **Date**
*Electronic//digital/computer signatures not accepted.

Agency On-Site Supervisors Handwritten Signature **Date**
*Electronic//digital/computer signatures not accepted.

**STUDENT'S INTERNSHIP/PRACTICUM
FINAL REPORT**

NAME: _____ **ID# (ex:112 12 3456)** _____

ADDRESS: _____ **PHONE:** _____

EMAIL ADDRESS: _____

HR FACULTY ADVISOR: Kristi Wilson **SEMESTER:** _____

INTERNSHIP AGENCY, OFFICE (No abbreviations) _____

INTERNSHIP ADDRESS: _____

SUPERVISOR'S NAME: _____ **PHONE:** _____

#CREDIT HOURS _____ **# CLOCK HOURS/WEEK** _____

Evaluate your internship experience. What aspects were helpful to you? What were not helpful? Was supervisor's instruction useful? What did you learn from this experience? Be specific give concrete examples. Make recommendations for future students. (You may add additional paper to respond.)

Students Handwritten Signature

Date

*Electronic//digital/computer signatures not accepted.

The **AP student** is responsible for submitting the final paper by **April 1**, for the spring semester; **August 1**, for the summer; and **December 1**, for the fall semester. The end of date of the course is December 31 for the fall, and April 30 for the spring, and August 31 for the summer. All forms will require submission through HR 5200 in Canvas.

AGENCY ON-SITE SUPERVISOR'S REPORT
Assessment of Intern

NAME: _____ OU ID# _____
ADDRESS: _____ PHONE: _____
EMAIL ADDRESS: _____
HR FACULTY ADVISOR: Cathy Yeaman _____ SEMESTER: _____

INTERNSHIP AGENCY, OFFICE, ETC. (No abbreviations) _____
INTERNSHIP ADDRESS: _____
SUPERVISOR'S NAME: _____ PHONE: _____
#CREDIT HOURS _____ # CLOCK HOURS/WEEK _____

PERIOD OF ASSESSMENT _____ TO _____

Please assess the intern's strengths, area in need of improvement and general performance in the internship. Specific information would be helpful. (You may elect to send a letter instead of this form but the form must-be-submitted.)

*Agency On-Site Supervisors Handwritten Signature
*Electronic//digital/computer signatures not accepted.

Date

*Students Handwritten Signature
*Electronic//digital/computer signatures not accepted.

Date

The **AP student** is responsible for submitting the final paper by **April 1**, for the spring semester; **August 1**, for the summer; and **December 1**, for the fall semester. The end of date of the course is December 31 for the fall, and April 30 for the spring, and August 31 for the summer. All forms will require submission through HR 5200 in Canvas.

**The University of Oklahoma
Department of Human Relations
Internship Request for Enrollment**

Students are responsible for submitting all memoranda and paperwork to the Human Relations Department prior to enrollment in the internship. Submit the Request for Enrollment and pages I-1 to I-6 of the Memorandum of Understanding to the Human Relations Department as one PDF attachment at: mhrinternshipproposal@ou.edu. Do not send the proposal in tif or jpeg formats. Internship proposals are due by the following dates:

- Spring: November 1
- Summer: March 1
- Fall: July 1

Failure to complete all documents correctly will delay enrollment into the internship hours. Use the following checklist below to complete the REQUEST FOR ENROLLMENT form.

***Students that are enrolling in Internship and Directed Reading/Independent Study should list all credit hours for each course for the semester on ONE enrollment form. All Internship credit hours in a semester, *regardless of the agency*, should be added together. For example, a student enrolling in 3 credit hours of FEMA internship and 3 credit hours of agency internship would be enrolled in a total of 6 credit hours of HR 5200 for that semester. Students enrolled in a HR 5960 Directed Reading or HR 5990 Independent must include these hours in the total credit hours on the Request for Enrollment form.**

Request for Enrollment Checklist Items	Completed
<i>Complete all fields in the student information section.</i>	<input type="checkbox"/>
<i>Select the appropriate semester (s) and fill in the year List the number of internship credit hours (1-6)</i>	<input type="checkbox"/>
<i>Check HR 5200 Internship box(or FEMA if applicable)</i>	<input type="checkbox"/>
<i>List the entire name of the internship agency WITHOUT INITIALS or Check the FEMA box</i>	<input type="checkbox"/>
<i>Check the box at the bottom of the page to grant OU Advanced Programs permission to enroll you in the requested course as approved by the Human Relations Department</i>	<input type="checkbox"/>

The University of Oklahoma
Department of Human Relations
Practicum/Internship Memorandum of Understanding Checklist

Students are responsible for submitting all memoranda and paperwork to the Human Relations Department prior to enrollment in the internship. Internship proposals must be received by the Human Relations department by the following dates: Fall July 1 Spring November 1 Summer March 1

Failure to complete all documents correctly will delay enrollment into the internship hours. Use the following checklist below to complete the MEMORANDUM OF UNDERSTANDING and LEARNING OBJECTIVES forms.

Memorandum of Understanding & Learning Objectives Checklist Items	Page # Section	Completed
<i>Complete the top of form (credit hours are the number of internship hours requested). Do not list your Site Director as your Faculty Internship Advisor.</i>	I-1	<input type="checkbox"/>
<i>*List the beginning date of the internship:</i> Fall September 1 Spring January 2 Summer May 1	I-1 Section I	<input type="checkbox"/>
<i>*List the beginning date of the internship :</i> Fall September 1 Spring January 2 Summer May 1 List the entire name of the agency WITHOUT INITIALS or ACROYMNS	I-1 Section II A. 1	<input type="checkbox"/>
<i>*List the beginning date of the internship:</i> Fall September 1 Spring January 2 Summer May 1 <i>*List the ending date of the internship</i> Fall December 1 Spring April 1 Summer August 1	I-1 Section II A. 2	<input type="checkbox"/>
<i>Complete the top of form (credit hours are the number of internship hours requested).</i>	I-2	<input type="checkbox"/>
<i>Complete the top of form (credit hours are the number of internship hours requested).</i>	I-3	<input type="checkbox"/>
<i>Fill in the number of individual conferences you will meet with your agency on-site supervisor ONCE per WEEK. Please note your internship instructor will NOT meet with your supervisor.</i>	I-3 C. 10	<input type="checkbox"/>
<i>Handwritten(NOT digital) signature of the Agency On-Site Supervisor and date</i>	I-4	<input type="checkbox"/>
<i>List the beginning date of the internship</i> Fall September 1 Spring January 2 Summer May 1 List the entire name of the agency - WITHOUT INITIALS or ACRONYMS	I-5 Section I	<input type="checkbox"/>
<i>Sign (handwritten signature only) and date</i> <i>Witness signature and date (the on-site supervisor should NOT be used as a witness)</i>	I-5 Section III	<input type="checkbox"/>
<i>Complete all fields at the top of the page and answer questions 1-3 Student handwritten (NOT digital) signature and date</i> <i>Agency On-Site Supervisor handwritten (NO digital or computer generated) signature and date</i>	I-6	<input type="checkbox"/>

***Please Note: the Internship Final Report is due 30 days prior to the end of the course to allow time for review and grade submission. The actual end dates of the course are: Fall December 31, Spring April 30, and Summer, August 31. For Tuition Assistance purposes list the end date of the course.**