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| --- | --- | --- | --- |
| **Item** | **Date Completed** | **Grading** | **Grade** |
| Talk with Faculty Mentor About Internships |  | 5% |  |
| Complete Internship Commitment Form and Obtain Required Signatures |  | 17% |  |
| Start of Work |  | (Previously listed items must be  received before start of work) |  |
| Tri-Weekly Report 1 |  | 6% |  |
| Tri-Weekly Report 2 |  | 6% |  |
| Tri-Weekly Report 3 |  | 6% |  |
| Employer Evaluation |  | 10% |  |
| Final Internship Report |  | 50% |  |

**Note:** Your final internship report is due on the fifth Friday of the school term following completion of the internship. If the final reports is not filed, an “I” grade will be assigned.