

## **REQUIREMENTS OF STUDENT INTERNS FOR GRADING**

1. Students must send WEEKLY internship reports via email.
2. Students must send the Midterm Evaluation Form completed by your site supervisor by the due set by the IUP faculty.
3. Students must send the Final Evaluation Form completed by your site supervisor by the due date set by the IUP faculty.
4. Students must send a photo of themselves at the internship site by the due date set by the IUP faculty.
5. Students must satisfy all requirements set by the internship site.
6. YOUR GRADE WILL BE LOWERED IF YOU FAIL TO MEET ANY OF THESE REQUIREMENTS.

## **FORMAT FOR WEEKLY INTERNSHIP REPORTS**

**HPED 319 PRE-PROFESSIONAL EXPERIENCE  
HPED 493 INTERNSHIP  
HPED 698 INTERNSHIP**

1. Hours worked this week
2. Cumulative hours worked to date
3. Supervisors name, email, and phone
4. Paragraph describing your duties this past week (be specific)
5. Network contacts established this week = all new people with their title that you met this week (may be future contacts)
6. Your personal insights into the week

**Note: Create this outline in Word then type weekly report within outline. Save a weekly report document (Week 2 – September 10). Send the file as an attachment via email to Dr. Bob Kostelnik ([bkostel@iup.edu](mailto:bkostel@iup.edu))**

**Failure to submit a report each week will adversely affect your internship grade.**