

# HDV 303/403 Checklist

\_\_\_\_ 1. Find and apply for an internship. You can find an internship using/talking to:

- HireOz by Handshake
- Jackie Wallace Career Coach for Human/Public Services)
- Tina Cooper (Internship Coordinator, EXCEL Office)
  - Tina will be out on maternity leave for Spring 2020. She will return in the summer.
- *Should be done ASAP*

\_\_\_\_ 2. Have your internship site supervisor fill out the Site Verification Form.

- You should receive an email after about 5 business days from EXCEL after your internship is approved.

\_\_\_\_ 3. Meet with your faculty sponsor (instructor for the internship course you will be taking in the fall) and your HDV advisor to discuss your internship plan.

- Bring your STAMPED/EXCEL APPROVED INTERNSHIP (SITE VERIFICATION) WITH YOU.

\_\_\_\_ 4. Create and finalize your Learning Objectives and Agreement with your faculty sponsor.

\_\_\_\_ 5. Answer the Prior Felony Conviction Questionnaire on your myOswego account.

\_\_\_\_ 6. Turn in your STAMPED/EXCEL approved internship paperwork (Site Verification) ( pdf you received in the email from EXCEL) AND your Experiential Learning Application (last page of the packet) to get registered for the course with the EXCEL office in 145 Marano Campus Center (Compass)