

HDV 303/403 Checklist

____1. Find and apply for an internship. You can ask the HDV Peer Advisors to help you get started (email of head advisor: jlaplan2@oswego.edu). You can find an internship using [EXCEL website](#)/talking to:

- HireOz by Handshake
- Jackie Wallace Career Coach for Human/Public Services)
- Tina Cooper (Internship Coordinator, EXCEL Office)
- **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. Communicate 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.

- Obtain your APPROVED INTERNSHIP (SITE VERIFICATION) FROM EXCEL.

____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. Request an internship experience in Handshake following the instructions EXCEL emailed to you with your Site Verification.

____7. Once your experience in Handshake is approved by your Academic Advisor, Faculty Sponsor, Site Supervisor and EXCEL Director, EXCEL will email you with the CRN(s) to register for HDV 303/403.