

STUDENT: _____

ID #: _____

SEMESTER/YEAR: _____

COURSE: CIS 296

Task					Due	Points	Poss. Pts.
Internship request					At start	0*	0*
Internship experiences and objectives					At start	0*	0*
Guidelines of understanding					At start	0*	0*
Study of an occupation					4 th week		
Resume					5 th week		
Weekly reports					Each week		
	Week	Dates	Hours	Total hours			
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						
	16						
Wage summary					Final week	0*	0*
Final employer evaluation					Final week		
Student summary report					Final week		
Coordinator evaluation					Final week		
Total							

Note: Deductions for late paperwork will be reflected in points awarded.

FINAL GRADE: DATE:

INSTRUCTOR:

* No points awarded, but acceptable completed document is required for completion of course.