

INTERNSHIP VALIDATION FORM

Background Information

Students are required to work in the technology field for 20 hours. This work can be for any business but must be approved by the instructor. The student should journal (hand written) the work. This will include the following information to be record in an internship log book.

- Date, Location, Supervisor, Hours
- What type of work did you do?
- What did you experience?
- Was it a worthwhile experience? (scale 1 to 5, 5 being excellent)
- What did you anticipate learning or achieving in your internship?
- Did you accomplish it?

Items that must be considered:

- Only internship hours completed during the semester count unless approved by instructor.
- All internship hours must be completed by the end of the term of the course.
- All internship hours must be approved and validated by an IST instructor and entered in the Internship Log book on-line.
- Hours will be validated by the instructors upon completion of hours and submission of signed Internship form.
- All Internship hours are subject to approval by IST instructors.
- This is a pass / fail rubric. In order to pass you must complete both the following tasks
 - Correct number of hours
 - All log information correctly recorded

Name _____

Date: _____

Supervisor: _____ Title: _____

Location of work (Company and where): _____

Type of work:

Why this relates to the IST program and what you will gain?

Hours expected: _____

Actual hours worked: _____

Supervisor signature verifying the work and actual hours recorded: _____

Date: _____

Approval: _____ Validation Code: _____

Instructor signature & date
(Students - keep this for your records)