

HLTH/KIN 494: Internship

Site Supervisor, Intern, and Faculty Supervisor Initial Meeting Checklist

(to be completed by Faculty Supervisor)

Please initial each item after discussing it in your initial meeting with the intern and site supervisor.

Initials

Discussion Item

Review Course Syllabus

Review Internship Handbook

Completed trainings related to HIPAA, FERPA, and Title IX

Approved start date

Required hours for number of course credits enrolled

Required meetings

Communication strategies

Required paperwork