

CE Intern Check List

- Complete I9 form in the Career Center with Passport OR Social Security Card/Birth Certificate and License
- Complete Learning Agreement Contract with supervisor
- Determine appropriate workspace
- Discuss dress code requirements
- Schedule and meet with Supervisor a minimum of twice per month
- Schedule dates to review reflection and evaluation
- Complete CEI program reflection piece at the end of Fall semester
- Complete CEI program reflection piece at the end of Spring semester
- Complete CEI evaluation with supervisor
- Submit hours through TimesheetX in a timely fashion
- Attend Leadership Conference OR attend 2 trainings
- Attend at least 2 Connections sessions per semester