



IPAT Internships

Preparing for the Spring 2027 Semester



Why should you seek an internship?

- Integrate classroom learning with practical work experience.
- Learn from and network with professionals in the field.
- Earn professional recommendations.
- Determine if a particular career, industry, or academic major is right for you.
- Develop and enhance interpersonal skills, confidence, maturity, judgement, and learn to navigate workplace politics.
- Increase hiring potential upon graduation by gaining transferable skills and experience.
- Strengthen credentials: portfolios, recommendations, and networks in your field.
- Obtain academic credit to apply toward graduation requirements
- Possibly earn money while earning academic credit.

Let's discuss the Internship Checklist!

Internship Registration Steps and Requirements

Spring 2027 Application deadline:

Tuesday, November 24th

After checklist items 1-7 have been completed, meet with Dr. Palmer or Abbey Flynn (IPAT Program Coordinator) to submit your paperwork. After the application has been approved, you will receive a registration override.

Note: The Internship Application and Checklist are on the Internships page on the IPAT website.

Internship Registration Steps and Requirements: IPAT/HHP

Students are responsible for finding an internship site to enhance their professional skills and career goals.

Before beginning your internship, all paperwork must be completed, signed, and approved. To submit your paperwork, schedule an appointment with one of the Internship Coordinators, Dr. Charles Palmer or Abbey Flynn. Registration takes place the semester before your internship. Fall and summer applications are due in the last week of April. Spring applications are due the last week of November.

Course prerequisites for KIN 498 & HHP 598

All Internships: Anatomy and Physiology I & II
(Also recommended: Exercise Physiology)

*If internship is strength & conditioning/coaching:
include KIN 310 and COA 405

*If internship is cardiac rehabilitation:
include ECG Assessment - KIN 460

(Also, recommended: Exercise Disease and Aging KIN 483, KIN 484)

*If internship is for Athletic Training:
Bloodborne pathogen training is required

Checklist and Steps to Register for Internship

1. ☐ Attend 1 hour-long Internship Information Session. Dates are listed on the [IPAT Internships webpage](#).
2. ☐ Internship Application
 - a. Pick up a copy from the Internship Coordinator or download it from the IPAT website. You will need to complete this form and have it signed by your faculty mentor and the internship site supervisor.
3. ☐ Internship Job Description
 - a. When you have secured an internship site, your site supervisor should provide you with a signed, dated and typed description of the duties and expectations for your internship.
4. ☐ Three Learning Objectives/S.M.A.R.T. Goals (1 goal per credit)
 - a. These are three objectives/goals you create for yourself during your internship (i.e. What growth or gain do you want to acquire? What does your site supervisor suggest?). Goals need to be specific and measurable.
5. ☐ Complete the "Big Interview" assignment.
 - a. The Big Interview is accessed on UM's Experiential Learning Website. Please create an account.
6. ☐ Resume
 - a. Your resume should be up-to-date and geared toward your internship. Before and after your internship, you are highly encouraged to meet with UM's Experiential Learning and Career Success professionals to polish your resume for your internship and future employment.
7. ☐ Transcript
 - a. We will review your transcript together on Cyberbear to confirm the prerequisites listed above.
8. ☐ CPR Certification
 - a. Provide a copy of Basic Life Support or Adult First Aid CPR Certification through any major organization (American Heart Association, American Red Cross, hospital, learning center, etc.). Must be valid throughout the length of the internship. The course can be taken online.
9. ☐ Registration Override (BE SURE TO CONFIRM THE CORRECT NUMBER OF CREDITS DURING REGISTRATION)
 - a. Meet with the internship coordinator(s) (once registration opens) with items 1-7 to submit your paperwork and register. The internship coordinator will sign your internship application, complete the registration override, and file all your paperwork. Once your paperwork has been approved and registered, you may begin your internship as scheduled.
10. ☐ Submit Learning Agreement (Do this after number 8 is complete)
 - a. Connect to UM's Experiential Learning and Career Success (ELCS) webpage. Click the "Report Your Internship" button. Choose "Enter Your Learning Agreement". Fill out the Learning Agreement. In the Faculty Advisor information section: Faculty Advisor = Charles Palmer; Supervisor Information = Site Supervisor, or individual at the internship site that will sign your hour logs. Submit your established Learning Objectives.

Checklist Item 2: Application Paperwork & Faculty Mentors

The Internship Application

- **IPAT Faculty Mentors:**
 - Dr. Charles Palmer
 - Dr. Valerie Moody (Athletic Training)
- **IPAT Internship Coordination Team**
 - Dr. Charles Palmer
 - Abbey Flynn



Internship Application – IPAT / HHP

Name: _____ Student ID # _____
First Last

Mailing Address: _____
Street City State Zip

Phone: (____) _____ UM Email: _____

Year In School: ☐ Junior ☐ Senior ☐ Grad Credit Hours completed: _____

Number of credits taken during semester, including your internship _____ (credits are limited to 16)

Application For: ☐ KIN 498 ☐ PUBH 498 ☐ HHP 598 (Grad) Degree Concentration _____

Number of Credits: _____ (2-6) Note: 45 hours required per credit = 90–270 hours per semester

Internship Semester: ☐ Autumn ☐ Spring ☐ Summer ☐ Other

Internship Dates: start: _____ finish: _____

Proposed site: _____
Agency Name Address

Site Supervisor: _____
Print Name Phone E-mail Address

Approval:

Student Intern: _____ Date: _____

Site Supervisor: _____ Date: _____

Faculty Advisor/Mentor: Dr. Palmer or Dr. Moody Date: _____

Internship Coordinator (FINAL SIGNATURE): Dr. Palmer or Abbey Date: _____

Submit application to: Internship Coordinator along with all other paperwork from the Registration Steps and Requirements Checklist.

- Summer/Autumn Registration Due: On or before Last week of April
- Spring Registration Due: On or before last week of November

Internship Coordinator Use Only – Do Not Write Below

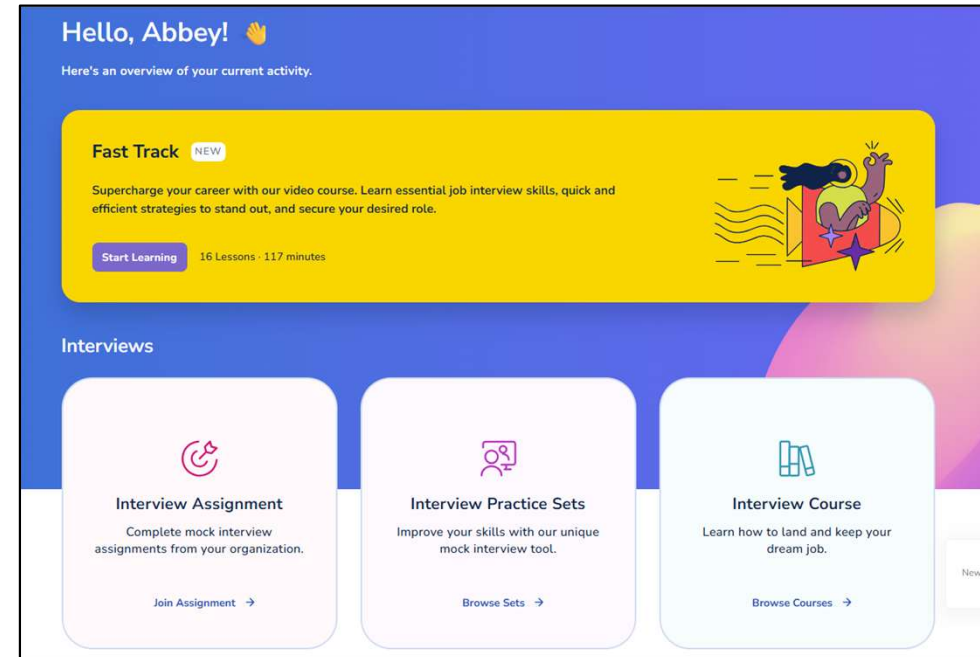
☐ REGISTRATION OVERRIDE	☐ Application	☐ Goals
☐ Syllabus/Portfolio Guidelines	☐ Credits	☐ Transcripts
☐ Log/Journal Follow-up:	☐ Resume	☐ CPR Certification
☐ Learning Agreement approval	☐ Job Description	☐ Learning Agreement
		☐ Other _____

Checklist Item 3: Preparing for an Interview

The Big Interview Assignment

- **Login** to Big Interview with your NetID to activate your user account.
- **Click “Join Assignment”**
 - CODE: **c68bb7**

Note: do not schedule an appointment to submit your paperwork until this assignment has been completed.



“Interview practice builds confidence and is crucial to professional growth and securing a job. The Big Interview platform helps students prepare for interviews through repeated practice, tailored questions, and interview feedback. This builds confidence – confidence that can often lead to getting the job.”

Holly Cummings, Academic Advisor | Integrative Physiology & Athletic Training

Internship Job Description

Example Job Descriptions



Date: April 15, 2020

To whom it may concern:

Addison Jones has requested to do a fall internship with our clinic.

The following is her job description:

- File and fax paperwork as needed
- Copy home exercise programs for patient care
- Assist Therapist with patient care
- Assist front office staff with phones, etc.
- Follow and assist in the progression of patient care.
- Assist in the progression and learning of progression for patient care
- Assist in program development for strength and conditioning, with seasonal progression, and micro/macro adjustments.
- Advance learning in rehabilitative training and post-operative care
- Wipe equipment, trash, vacuum, and mop floors
- Change pillowcases

Please contact me with any questions or concerns: *Chuck Jones*

Physical Therapy Clinic
1900 Brooks St
Missoula, MT, 59801

Phone: 406-555-4978
Fax: 406-555-4979

EXAMPLE

**Job Title: Pre-Medical Intern
Grant Creek Urgent Care**

Job Requirements

- Students shall be: organized, professional, self-motivated, inquisitive, a problem solver, demonstrate good and appropriate communication and interpersonal skills, and eager to learn.
- Arrive at work on time as scheduled.

Dress Code

Dress / appearance: Good personal hygiene is required of all students. A standard of good taste, safety, and appropriateness of clothing is essential. Clothing must be neat, clean, wrinkle-free and in good repair - no holes, stains, or frays. All footwear shall be professional and clean in appearance. Flip-flops are never allowed. Hats are not to be worn. Head coverings that are required for religious purposes are allowed.

Scented products: To respect individual sensitivities scented personal products (such as fragrances, colognes, lotions, and powders) that are perceptible to others should not be worn.

Job Description (Day-to-day tasks and projects)

- Observe patient appointments with supervisor. Discuss with supervisor as scheduled or as time allows.
- Assist in preparation of treatment for different patients (room prep, charts, etc.)
- Assist practitioner with any duties they may need assistance with or may not have time for
- Provide support tasks such as basic administrative duties (notes, insurance, etc.)
- Assist with communication to other medical professionals as deemed appropriate.
- Engage in brief weekly/biweekly check-in for Q&A, Hours and Journal log supervisor signatures and job feedback (i.e. what's working, what could be better).

NOTE: Intern must adhere to HIPAA standards at all times

Maria Kelly, NP

November 15, 2023

Site supervisor

Date

What is a SMART Goal?

Example SMART Goals from Previous Interns

- Specific
- Measurable
- Attainable
- Relevant
- Time Bound

SMART Goals

1. Learn and remember specific patient names to build professional relationships and rapport.
 - I will learn and remember four patients' names and histories each week without looking at their files.
 - I will ask patients questions and write notes to ask about later. This step demonstrates my effort to develop a relationship and builds confidence in my ability to assist them.
i.e. "How has your knee been feeling?", "How was your trip to Idaho?", etc.
2. Research therapy methods or injuries I am unfamiliar with, take notes, and record this information in my journal.
 - I will look up one new therapy method or injury each week and take notes on it.
 - I will ask therapists what they think of certain methods or what they believe the best methods of treatment are for the injury
3. **(CO-CREATED WITH SUPERVISOR)** Learn how to assist patients with exercises and develop ways to explain new exercises effectively.
 - I will assist with patient exercises at least once a week to learn how to effectively lead patients through their therapy sessions.
 - I will ask patients how they have found physical therapy beneficial. This can enhance both my and their learning.

Neonatal Intensive Care Unit SMART Goals

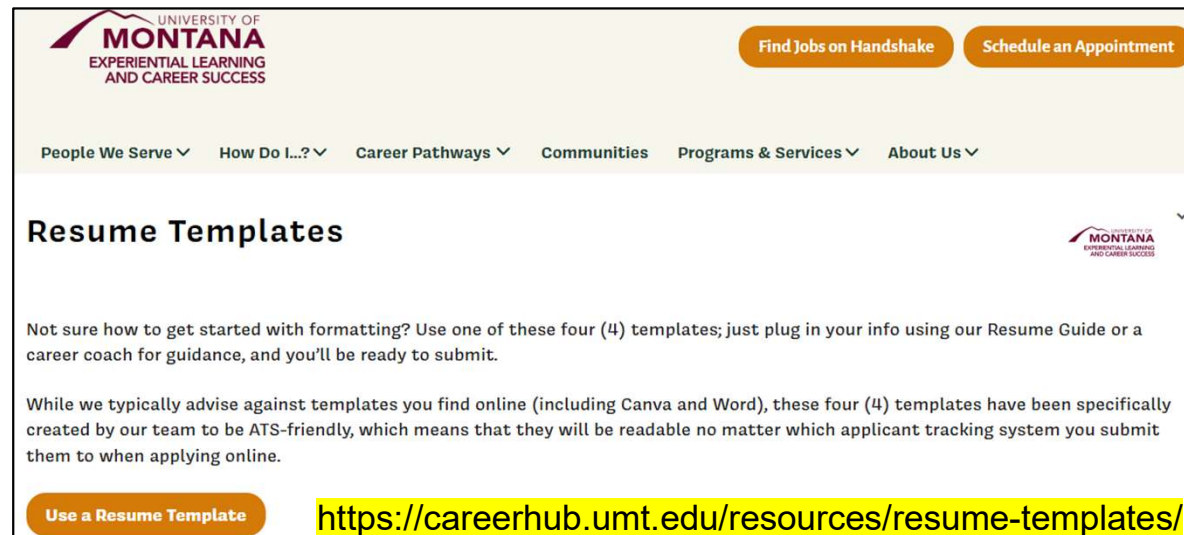
1. Research and take notes on medical terms or procedures I am unfamiliar with
Starting the week of May 23rd, 2024, I will begin writing notes on terms or care methods I am unfamiliar with each week and ask my supervisor for further explanation.
 - Starting May 23, 2024, I will review my notes from each week and spend at least 15 minutes researching one term or care procedure.
 - Add my findings to a journal.
2. Learn about and attend different educational opportunities and workshops available to medical providers.
 - By May 31st, 2022, I will research various educational options and offerings and choose at least three that I can attend.
 - By July 27, 2022, I will have attended, taken notes, observed, and participated in two or more educational opportunities/workshops.
3. **(CO-CREATED WITH SUPERVISOR)** Learn how to provide proper care to patients in the NICU and learn how to discharge patients properly.
 - Starting May 23, 2024, I will assist with the nightly care routine in the NICU at least once per week.
 - By July 27, 2024, I will go through the entire discharge process with at least one patient.

How should I tailor my resume for an internship?

Tips for writing a resume

- **Tailor your resume to the internship position you're applying for.**
 - What jobs, skills, and experiences are relevant to the position you're seeking?
- **Utilize UM's ELCS Career Coaches!**
 - Career coaches provide **free** 30-minute cover letter and resume review sessions! Schedule an appointment on the Experiential Learning website.

ELCS also
offers **FREE**
resume
templates!



The screenshot shows the University of Montana ELCS website. The header includes the logo and navigation links: "Find Jobs on Handshake" and "Schedule an Appointment". The main content area is titled "Resume Templates" and includes a paragraph about using templates and a link to "Use a Resume Template". The URL <https://careerhub.umt.edu/resources/resume-templates/> is highlighted in yellow.

UNIVERSITY OF MONTANA
EXPERIENTIAL LEARNING
AND CAREER SUCCESS

Find Jobs on Handshake Schedule an Appointment

People We Serve ▾ How Do I...? ▾ Career Pathways ▾ Communities Programs & Services ▾ About Us ▾

Resume Templates

Not sure how to get started with formatting? Use one of these four (4) templates; just plug in your info using our Resume Guide or a career coach for guidance, and you'll be ready to submit.

While we typically advise against templates you find online (including Canva and Word), these four (4) templates have been specifically created by our team to be ATS-friendly, which means that they will be readable no matter which applicant tracking system you submit them to when applying online.

Use a Resume Template <https://careerhub.umt.edu/resources/resume-templates/>

How do I attain an unofficial transcript or check to ensure I've completed pre-requisite courses?

Checking your unofficial transcript:

- **Login to Griz Portal with your NetID and Password.**
 - View the transcripts and Verifications Card.
 - Ensure your transcript displays required pre-requisites. (A&P 1&2)

Student Links

ODE Portal (Accommodate)	→	Canvas	→
Course Catalog	→	Course Search	→
GrizPortal	→	Griz Hub Events	→
Library	→	Navigate	→
Jobs and Internships	→	Sharepoint	→
Solutions Center	→	UMConnect Student Email	→
ChatMT.ai	→		

Transcripts and Verifications

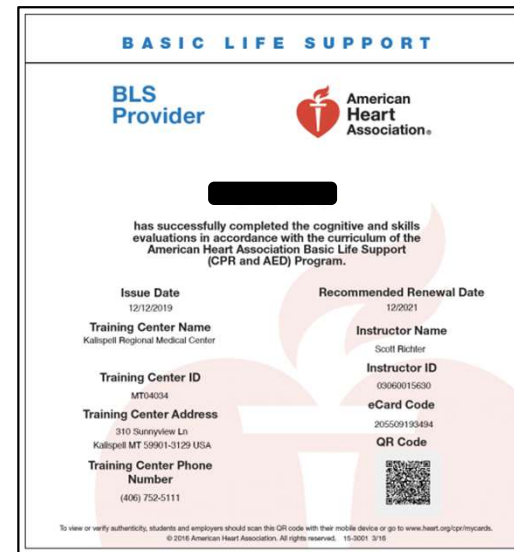
-  [View Unofficial Transcript](#)
-  [Order Official Transcript](#)
-  [Instant Enrollment Certificate](#)
-  [Request a Verification Letter or Form](#)
-  [Instructions and Website](#)

Confirm that you have successfully completed A&P 1 & 2.

How do I attain my CPR Certification?

Getting CPR Certified

- **There are online and local resources for basic CPR and BLS training programs.**
 - The costs of these program vary, and CPR certifications are typically valid for two (2) years.
- **In-person Courses (recommended)**
 - Providence Health and Services Montana
 - UM Campus Recreation Center
 - YMCA Missoula
 - Lifelong Learning Center Missoula
 - Missoula Fire Department
- **Hybrid CPR Course (MYSSI)**
 - Online class with in-person skill check.
 - Email montanaYSSI@gmail.com
- **Online Course**
 - American Red Cross (\$37.00)



How do I get a registration override to be able to register for an Internship?

Registering for an Internship

- **Once your application paperwork is complete:**
 - Schedule an appointment with Abbey Flynn or Dr. Palmer to submit your paperwork for review and approval.
 - Abbey.Flynn@mso.umt.edu
 - Charles.Palmer@mso.umt.edu
 - Dr. Palmer or Abbey will provide your **Registration Override** once your pre-registration checklist and application paperwork are complete. You will be able to register on Griz Portal.
 - Be sure to have your **advising PIN** from **Luke Alford** (IPAT Academic Advisor) to complete the registration process!



[Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.

How do I submit my Learning Agreement?

Submitting your Learning Agreement through ELCS

- **Go to the Experiential Learning and Career Success Webpage:**
 - <https://careerhub.umt.edu>
 - Use the Quick Link “Learning Agreements”

Quick Links

Schedule an Appointment

Login to Handshake

Learning Agreements

Request a Presentation



What other resources would be helpful for me as I prepare for an internship?

Additional Resources through ELCS:



[Find Jobs on Handshake](#)[Schedule an Appointment](#)

[People We Serve](#) [How Do I...?](#) [Career Pathways](#) [Communities](#) [Programs & Services](#) [About Us](#)

EXPLORE And Prepare

- Discover Careers & Majors That Fit Me
- Use AI In My Career Search
- Maintain My Wellbeing
- Explore Labor Market Insights

ENHANCE My Skillset

- Gain In-Demand Skills
- Write A Resume Or CV
- Create A Cover Letter
- Build My Network & Brand (LinkedIn + More)
- Volunteer In The Community
- Work Or Intern Abroad
- Participate In National Student Exchange
- Apply For An Experiential Learning Scholarship

EMBARK On My Journey

- Ace The Interview
- Find A Job
- Find An Internship
- Negotiate A Job Offer
- Get A Federal Job (Incl. Federal Resumes)
- Pursue Graduate School
- Thrive In The Workplace

Are scholarships available to support me throughout my Internship?

The Experiential Learning Scholarship Fund (Part 1)

Unpaid and low-paid internships (less than minimum wage) Qualify for the ELCS Scholarship Fund: [Visit ELCS Experiential Learning Scholarship Page here.](#)

Application Timelines:

Application Cycle	Application Opens	Application Deadline	Students Notified
Fall 2026	Wednesday, September 9, 2026	Wednesday, September 23, 2026	October 29, 2026
Spring (1) 2027	Wednesday, December 9, 2026	Thursday, January 28, 2027	March 5, 2027
Spring (2) 2027	Wednesday, March 3, 2027	Friday, March 19, 2027	April 26, 2027

“

My Cardiac Rehabilitation internship experience at St. Patrick's Hospital was an incredible opportunity filled with education, friendship, and great work experience. I could not have participated in this amazing opportunity without the help of the Experiential Learning scholarship!

– Isaac Sessums

ELCS Scholarship Fund Scoring Rubric

Scholarship Fund Rubric

- Project Description
- Development Potential for Academic or Career Development
- Faculty Endorsement
- Budget Appropriateness and Justification
- Broader Impacts



Research-Internships-Service (40 Possible)						
	Exceptional (10)	Very Good (8)	Acceptable (6)	Needs improvement (2)	Poor (0)	Score
Project Description (10 points max)	Goals & description are clear, concise, and easy to understand by a college-level audience who are not disciplinary specialists. Free of grammatical errors and structurally excellent.	Goals & description are clear and generally easy to understand w/ a few exceptions (e.g. uses some jargon understood only by disciplinary specialists). Nearly free of grammatical errors and structured well	The description is adequate but greater clarity is readily possible. Description may not explain project concisely or with a clear general picture of proposed activities. Some grammatical errors and structural faults	Description is vague & generally not easy to follow (e.g., utilizes a lot of field-specific jargon w/out explaining it, significance)	It is unclear what is being proposed, writing is unclear/not easy to comprehend, and/or grammatical errors are prevalent.	
Development Potential for Learning Academic Career Personal Development (10 points max)	Project will significantly enhance student development in terms of learning outcomes, advancing skills, & developing as a professional in their area of study.	Project will enhance student development in terms of learning outcomes, advancing skills, & developing as a professional in their area of study.	Project will enhance student's academic development in at least 1 of the 3 areas in previous categories.	Ability to advance student learning is less likely either because of the nature of the project or the nature of the student's role in the experience. Grammatical and structural errors are very noticeable	It is not apparent how the project will contribute to development and/or would contribute to development in a very minor manner.	
Faculty Endorsement (10 points max)	Very Strong endorsement of project & student, faculty/staff commits to mentoring student for duration of project. Experience has an excellent expectation of being completed	Strong endorsement of project & student, faculty/staff mentor available to student for duration of the experience. Experience has a high likelihood of successful completion.	Faculty/staff reference endorses project & student, commitment to mentor student for the project vague or unclear. Some uncertainty about likelihood of successful completion.	Faculty/staff has some reservations about the project &/or the student and commitment to be available as a mentor for student is absent. Likelihood of success is questionable.	Reference does not support project and/or student in a meaningful way. The experience as designed has little chance of being successful.	
	Exceptional (5 points)	Very Good (4 points)	Acceptable (3 points)	Needs Improvement (2 points)	Poor (1 point)	
Budget Appropriateness & Justification (5 points max)	Budget is very reasonable; costs are directly related to the project & appropriate for the activities proposed. Applicant included strong justification for their items.	Budget is generally reasonable and directly related to project activities. Majority of costs are relevant & essential to this project. Applicant included some justification for their items.	Most costs are relevant to the project, but some amounts appear unreasonably high and/or are not directly related to the project.	Some costs are partly relevant but many budget expenses are not clearly related directly related to project activities and/or are unreasonably high.	Many budget expenses are not clearly related directly related to project activities and/or are unreasonably high.	
Broader Impacts (5 points max)	Applicant clearly addresses the significant broader impacts and larger context of the research /professional experience for the students, university, and society as a whole	Applicant addresses the broader impacts of the research/professional experience for the students, university, and society as a whole.	Applicant addresses some of the broader impacts of the research/professional experience (1-2 of the three areas listed previously). OR Impacts not described in a way that indicates significance.	Broader impacts vague & generally not easy to follow.	It is unclear what the broader impacts of the research/professional experience proposal are; writing is unclear/not easy to comprehend, and/ or grammatical errors are prevalent.	

What are some previous internship categories and sites?

Previous Internships

Chiropractic

- Matz Family Chiropractic
- Optimum Health & Wellness

Health & Wellness

- Peak Health and Wellness
- VRTX Fitness

Strength & Conditioning

- Champion's Center UMT
- Fuel Fitness

Sports Nutrition

- Champion's Center UMT

Cardiac Rehabilitation

- St. Patrick's Hospital
- Community Medical Center

Physical Therapy

- Alpine Physical Therapy
- Range Physical Therapy
- OsteoStrong
- Endurance Physio
- Great Divide Physical Therapy
- Northern Rockies Ortho PT

Athletic Training

- UM Rhinehart Athletic Training
- MSU Athletic Training

Occupational Therapy

- Aspen Grove Therapy + Wellness

Other Sites

- YMCA, YWCA Missoula
- Curry Health Center
- Missoula Food Bank
- Missoula Aging Services
- Missoula Pediatric Dentistry
- Missoula Health Department
- MCPS (public schools)
- Western Montana Equine
- Planned Parenthood
- Sentinel High School
- Blue Mountain Clinic
- Five Valleys Area Missoula Special Olympics



Internships can also be out-of-state or abroad!

How should I ask for an Internship?

How to make the ask:

Asking for an internship is like asking for a job.

- Be prepared, be professional, and follow up!
 - Write a professional resume and cover letter.
 - Communicate professionally and use spell-check when emailing potential internship sites and supervisors!
 - Prepare for your interview by researching the company.
 - Talk about what interests you, and why. Explain how you would be able to contribute,
 - Provide additional details about your internship requirements (bring Roles and Responsibilities document).

Check out the Intern Hustle on YouTube for more tips!



EXAMPLE COVER LETTER

November 10, 2025

Dear Community Medical Center,

I am writing to express my interest in the possibility of a spring semester internship (mid-January through April) at Community Medical Center. My name is Jen Jones. I am a senior at the University of Montana, preparing for a career as a physician associate. I am particularly interested in what it takes to provide high-quality patient-centered healthcare.

During my academic career, I have taken courses in anatomy and physiology, biology, chemistry, microbiology, and exercise physiology. Each of these has provided me with foundational knowledge, as well as an understanding of medical terminology and patient assessment. After completing most of my Integrative Physiology degree requirements, I am ready to move from the classroom to experiential learning in a clinical setting.

I am particularly drawn to the role of physician associate because of the integral part it plays in providing comprehensive patient care. I like the collaborative approach PAs take in working with physicians and other healthcare providers and believe this provides the best outcomes for patients. I would like to learn more about this dynamic role and contribute to your team's efforts in delivering high-quality healthcare.

I am a quick learner, highly organized, and committed to supporting your team's mission to make communities healthier. I am excited about the opportunity to contribute to this organization and believe that this internship will provide me with insights and experiences that will shape my future career in healthcare.

Thank you for considering me for an internship. I look forward to the possibility of discussing how I can contribute to your team and learn from the expertise of your staff!

Sincerely,

Jen Jones

Contact Information:

Phone: 555-777-8265

Email: jenjones@gmail.com

Roles and Responsibilities: Student

The Student

- Complete internship application paperwork and submit to the Internship Coordinator team during the last weeks of the current semester. (The internship begins the following semester)
- Obtain an internship Job Description from the Site Supervisor.
- Develop and discuss **three** Learning Objectives/Goals (or 1 goal per credit) with the Internship Coordinator and the Site Supervisor.
- **Collaborate with the site supervisor to develop at least one of your three goals.**
- Complete the official online Learning Agreement with UM's Experiential Learning and Career Success. The Agreement will be formally approved by both the Site Supervisor and the Internship Coordinator before the internship begins.
- Perform responsibilities outlined in the Job Description and engage professionally.
- Meet regularly with the Site Supervisor to gather feedback, discuss ideas, present questions, and, if necessary, note concerns.
- Maintain an Hour and Journal Log that is reviewed and signed weekly by the Site Supervisor.
- Complete the online evaluation provided by Experiential Learning and Career Success during the final weeks of the internship. Results will be shared with the Internship Coordinator for grading.
- Submit a four-part final portfolio to the Internship Coordinator at the end of the semester.

Roles and Responsibilities: Site Supervisor

The Site Supervisor

- Develop and provide a Job Description for the student's internship. Discuss the roles, duties, expectations, opportunities, and dress code for the internship.
- Complete and sign the Internship Application as part of the intern's application process.
- Discuss internship Learning Objectives/Goals with the student. ***Help student design one goal.***
- Review and electronically approve or reject the Learning Agreement contract after the student has registered.
- Set up a semester work schedule and responsibilities.
- Review and sign intern Hour/Journal Logs weekly.
- Assist the student in attaining the Learning Objectives/Goals outlined in the Learning Agreement.
- Provide an internship **orientation** and consistent **mentoring and feedback** to the student.
- Evaluate student interns' performance at the end of the internship. Evaluation will be emailed to the supervisor during the last several weeks of the internship. Evaluation results will be shared with the UM Experiential Learning and the Internship Coordinator(s) for review and grading.

Roles and Responsibilities: Internship Coordinator

The Internship Coordinator

- Provide information sessions, office hours and guidance during the pre-internship phase.
- Discuss Learning Objectives/Goals with student intern.
- Grant override for internship to allow student intern to register for credit.
- Review and electronically approve or reject the Learning Agreement.
- Provide support to the student and site-supervisor as needed/requested during the internship.
- Review completed intern and supervisor evaluations at the end of the internship.
- Grade the internship: primarily the final portfolio and intern/supervisor final evaluations
- **Internship Coordinators: Dr. Charles Palmer and Abbey Flynn**



Questions?

