

Complete list of documentation required to “wrap-up” your internship:

- ✓ Copy or summary of your **Special Project**
- ✓ Copy of your **Student End-of Term Assessment Essay**
- ✓ Copy of **Employer’s Final Evaluation form** (this final evaluation to be completed by Friday of the week of your last day of work. Receipt of this form by our office signals the end of the weekly report requirement.)
- ✓ Copy of a **photograph** of you (preferably on the job)
- ✓ Copy of **Student’s End-of-Term Evaluation/Exit Interview form** (this form includes space for a quote appropriate for posting in the COB hallway with your photo)
- ✓ Copy of the employer’s **Organizational Chart** (create one with your employer if not currently available)
- ✓ Copy of revised **Résumé** to include the internship experience and at least 2 new references gained from the experience.
- ✓ Copy of **Thank You letter** that you sent to your internship employer

Forms required for completion of the internship are available through FerrisConnect upon enrollment in the course.