**ASSIGNMENT CHECKLIST**

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| ☐ **Externship checklist** | **Due once you have decided on**  **the externship placement that you Want to complete. Submit to the Academic Program Administrator For approval.** |
| ☐ **Preparedness for the organization to Accept an extern**  ☐ **Memorandum of Understanding**  ☐ **Preceptor’s Understanding & Agreement** | **All three items due prior to starting**  **the externship. The form can be mailed, faxed, or emailed to the Academic Program Administrator** |
| ☐ **Preliminary Externship Report** | **Due within 14 days of beginning externship** |
| ☐ **Weekly Journals** | **Due each Monday following a**  **completed work week** |
| ☐ **Monthly Timesheet** | **Due on the 7th working day of the**  **month following the last month of the externship.** |
| ☐ **Interim Progress Report** | **Due Mid-Way through the**  **externship** |
| ☐ **Final Report**  ☐ **Preceptor Evaluation**  ☐ **Student Evaluation** | **All three items due on August 31st** |