1. Meet with your advisor to discuss your eligibility and potential internship site

2. Verify that an affiliation agreement exists by visiting: http://intranet.bloomu.edu/internships and selecting (A-Z list Affiliation Agreements)

3. Provide your advisor with the following documents:
   - Completed internship application (509) Form
   - A job description on the organization's letterhead
   - Details of your proposed internship site
     - Name and address of organization
     - Name, title, and contact details (telephone and e-mail address) of site supervisor
   - Certificate of liability insurance
   - Current First Aid, CPR, and AED certifications

4. Complete any additional requirements your internship site requires (background checks, vaccinations, etc.)

5. Make sure EXERSCI 498 - Internship appears on your schedule via MyHusky before starting

6. Make sure you are in contact with your advisor throughout your internship experience

7. Submit all of the following documents to your advisor once you have completed your internship hours:
   - Daily log
   - Case study / project
   - Site supervisor evaluation form
   - Self-evaluation form

*Please read EXERSCI 498 – Internship Course Requirement document for more specific details*