## Students will be notified by the instructor of any changes in course requirements or policies.

| Internship Coordinator Site Visit Date:                     |                |               |           |
|---|----------------|---------------|-----------|
| Comments:   |                |               |           |
|   |                |               |           |
|   |                |               |           |
| Mid-point Check-in between Faculty and Site Supervisor Date | :              |               |           |
| Comments:   |                |               |           |
|   |                |               |           |
|   |                |               |           |
| Mid-Point Feedback Form Due Date:                           | By Super       | By Supervisor |           |
| Testimony Statement & Photo Due:                            | By Supervisor  |               | By Intern |
| Email Supervisor's testimony & company logo: internships    | @scottsdalecc. | <u>.edu</u>   |           |
| Email Intern photo and testimony: internships@scottsdale    | ecc.edu        |               |           |
| Post-Internship Feedback Form Date Due:                     | By Sup         | By Supervisor |           |
| *To include updating, completion and review of items:       | Resume         | Resume Linked |           |
| Capstone Project Date Due:                                  | By Intern      |               |           |
| Check-in with Host Site Supervisor Post-Internship:         |                | _             |           |
| Comments:   |                |               |           |

**Questions?** Contact Mollie Sutherland, Internship Coordinator internships@scottsdalecc.edu | 480.423.6138

END OF ALL STEPS



The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.