

Biotechnology Internship Checklist

You must complete all of the following in order to be successful in BIO-249.

Date Completed:

- _____1. Create a resume including three references (one must be Julie and the other two should be related to your education if possible) and an example cover letter.
- _____2. Apply to relevant positions (use online searches and check your DMACC e-mail regularly for positions forwarded from Julie). Keep in mind that obtaining and internship is equivalent to applying for jobs you must take the initiative to apply for as many positions as possible. Although I can pass along information on position openings and help you apply to them in the end it is the company that must hire you.
- _____3. Upon acceptance of a position send a copy of your job description and a copy of your contract with the company (if one is provided) to Julie. Also provide your supervisors contact information (name, title, phone and e-mail) to Julie.
- _____4. Fill out and sign the Standard Cooperative Training Agreement (SCTA)
- _____5. Have your supervisor from your company sign the SCTA.
- _____6. Send the original copy of the signed SCTA to Julie for signatures from appropriate DMACC officials **as soon as possible**.
- _____7. Contact Julie **weekly** via e-mail to provide an update on your progress and any questions you may have.
 - a. After completion of approximately 75 hours I will contact your supervisor to follow up on your progress.
 - b. When you have **completed 160 hours** of your internship a time will be arranged for an exit interview with you and your supervisor.
- _____8. Upon completion of your 200 hours of internship send documentation of your hours to Julie. You may print copies of the enclosed time sheet (signed weekly by your supervisor) or an official printout or pay stub from the company signed by your supervisor. *Be sure and make copies for yourself.*

Contact Julie if you have any problems, questions or concerns. You are enrolled in a DMACC course so you deserve my time when you need it! GOOD LUCK TO EACH OF YOU!