FHCE Intern Expectations

I understand that during the semester I am completing an internship for academic credit from the Department of Financial Planning, Housing and Consumer Economics, I am expected to:

❑ Notify the course professor and the TA for the course if my address or phone number changes or if my Field Supervisor or their contact information changes.

❑ Contact the course professor immediately (706)542-4857 if anything changes that would make it difficult or impossible for me to complete my internship as planned.

❑ Determine when your mid-term and final evaluations will be due (check the syllabus) and notify your supervisor.

❑ Be available to receive communication from the department. I will make sure the voice mail on my phone works and check it regularly. I will check and respond to my email. I will NOT force the department to contact my supervisor because they cannot reach me.

❑ Log on to the course ELC site as soon as the course begins (or if I begin the internship earlier, 48 hours after I register for the course – you should have access to the ELC site then) and review the information there.

❑ Review the course deadlines and be responsible in meeting them.

❑ Submit a log of my activities each week via ELC. I understand that I must describe in some detail what I did including meetings I attended, what I learned, and time worked.

❑ Submit a mid-term self-rating evaluation signed by my supervisor by the deadline.

❑ Submit a final self-rating evaluation by the deadline.

❑ Assist my supervisor as needed with locating the forms to complete a mid-term and final evaluation by the deadlines.

❑ Prepare a paper evaluating my internship experience. I will look for and follow the guidelines and due dates that are in the syllabus for FHCE 5910 (available on ELC).

I understand that to receive academic credit for this course for the semester in which I am enrolled, I must register for the course, I am required to complete all requirements by the date stated in the syllabus. If I do not, I understand that I will be assigned an Incomplete which can only be removed by completing the outstanding requirements.

Sign: _____

Print Name: _____

Date: _____