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| **☐** | Determine whether you meet minimum eligibility requirements |
| **☐** | Complete and pass online orientation module, then print the Certificate of Completion |
| **☐** | Read and agree to follow the guidelines in the Handbook for HDEV 470 Students and Sponsors |
| **☐** | Register for a section of HDEV 470 during your University registration access period |
| **☐** | Secure an internship placement at an appropriate practicum site |
| **☐** | Confirm supervisor has completed Sponsor Information Survey (online)  |
| **☐** | Submit Sponsor Signature Form including online orientation Certificate of Completion and printed completion page of Sponsor Information Survey by ***noon on November 18th, 2016*** to main office (LA3-202). Late forms will not be accepted. No exceptions. |
| **☐** | Complete pre-internship requirements as determined by your practicum site supervisor |
| **☐** | Begin working hours at your practicum by the first week of classes |