THINGS TO DO

Please check the boxes ☑ when you are done.

**Before Internship**

☐ Did you attend the Pre-Internship Seminar?
☐ Did you complete the Questionnaire and discuss it with your Liaison Officer?
☐ Did you write an introductory letter to the company?
☐ Did you hand in an introductory letter to Liaison Officer?

**During Internship**

☐ Did you submit the “Overall Assessment Sheet“ to your supervisor on the first day?
☐ Did you complete the “Organizational Chart Worksheet”?
☐ Did you sign your “Attendance Sheet”?
☐ Did you complete the “Work Reports’ and get your supervisor’s assessment?
☐ Did you complete the “Self-assessment Sheet”?
☐ Did you get your supervisor’s signature on the “Attendance Sheet” on the final day?
☐ Did you get the Log Book and the “Overall Assessment Sheet” back from your supervisor by the final day of your internship?

**After Internship**

☐ Did you send a thank-you letter to your supervisor? Also, did you submit a copy of it to your liaison officer?

☐ Did you make copies of your Log Book for yourself (Organizational Chart Worksheet, Work Reports, and Self-assessment Sheet, etc.)?

☐ Did you submit your Log Book and Certificate to your Liaison officer after the completion of the internship?

☐ Did you prepare for your internship program debriefing session?