

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?