

PRE-INTERNSHIP TO-DO CHECKLIST

****This document is for you the student's use only and you are responsible for keeping up with completing all pre-internship tasks and submitting all required paperwork. DO NOT turn this document in to the *KHS Internship Coordinator* with the other required documents. ****

- _____ **Attend mandatory Internship informational meeting** with the internship coordinator, Mr. Toups (daniel.toups@selu.edu). This should be done in the semester **BEFORE** you graduate. This will get you started on the process and inform you of everything required, including important deadlines.

- _____ **Internship application** completed and submitted.

- _____ **Affiliation agreement** with site is completed. The *KHS Internship Coordinator* can verify this.

- _____ **Physical exam** completed (within the past year before the internship semester) and form(s) submitted. If serious medical condition exists, written indication of treatment, and/or medical clearance to participate if required. [*Upload to Google*]

- _____ **Copy of your immunization records.** These records must indicate all immunizations that have been completed, and specifically include: *MMR vaccination (2 doses), varicella history (vaccination or contraindication), Hepatitis B vaccination (3 doses)*. [*Upload to Google*]

- _____ **Negative TB skin test** (*completed within the past year*) and submit documentation of proof of results. ****Sport Management students are not required** to have this unless their internship site indicates so. ****** [*Upload to Google*]

- _____ **Copy of CPR certification** (not to expire prior to the end of the internship semester) is submitted. ****Must be an American Heart Association (AHA) or American Red Cross (ARC) certification, which included a practical skills component. Online-only certifications WILL NOT be accepted. **** [*Upload to Google*]

- _____ **Health insurance verification** (signed form and photocopy of insurance card/document) is submitted. ****If you do not have health insurance, then just "check" next to the indication that says "I am aware of the risk stated above and choose to purchase no insurance coverage."**** [*Upload to Google*]

- _____ Complete and submit **confidentiality agreement**. [*Upload to Google*]

- _____ Sign and submit the **criminal background check release form** [*Upload to Google*]

- _____ Submit **criminal background check** request via the online vendor required by the KHS Department, or verification from the internship site indicating the site performed this task and you were cleared.