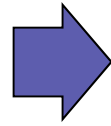
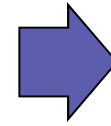


In **March**, submit your transcript for eligibility evaluation if you will complete your 4th or 6th semester by the following summer



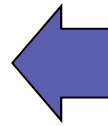
Once you receive your eligibility for internship, start searching for an organization.



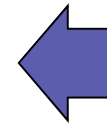
Not later than May, you should submit "Work Application and Admission Form" which is signed by the organization and you.



By the end of your internship, submit "Intern Evaluation Form" to the organization. Make sure it is mailed directly to the department.



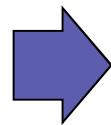
During your internship fill up the activity report daily (Internship Daily Report) and have it signed by the authorized personnel



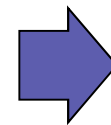
At least 20 days before you start the internship, submit one photo, a copy of your ID card and health form



Have your "Internship Daily Report Evaluation Form" signed by the authorized personnel



Prepare your internship report based on the guidelines provided and submit latest **by the end of the first month of following fall semester**



Register for CEV 300 or CEV 400 in **the following fall semester**