

## **PROCESS FOR GETTING NEW INTERNSHIP SITES APPROVED BY UCA:**

### **I. Compile a report on the facility, including the following information:**

- Name, address, phone number, and website for the facility
- Name and contact information for the site supervisor
- Facility's mission statement
- Size of the facility
- Programs offered at the facility
- Outline of the facility's current internship program
  - If the facility does not currently have an official internship program, provide the following information:
    - 1) Day-to-day tasks included as part of the internship experience
    - 2) Detailed objectives of the learning experience expected

### **II. Obtain resumés from staff members at the facility:**

- Resumé of the site supervisor
- Resumé from TWO ADDITIONAL STAFF MEMBERS who will be directly working with you during the internship

*\*All documents should be electronically submitted to Emily Martinez at [emartinez@uca.edu](mailto:emartinez@uca.edu) by the deadline specified below*

**New Site Reports for Summer & Fall Internships:**

⇒ Due by March 1<sup>st</sup>

**New Site Reports for Spring Internships:**

⇒ Due by October 1<sup>st</sup>