

BYU Interns 399R Assignment Checklist & Timeline

BEFORE BEGINNING INTERNSHIP & HOURS:

- 🍎 Application form. (Turn in before beginning)
- 🍎 Approval form. (Turn in before beginning)
- 🍎 A copy of current CPR & First Aid Cards. (Turn in before beginning)
- 🍎 1-2 page autobiography. (Turn in before beginning internship)

SECOND WEEK AFTER BEGINNING INTERNSHIP:

- 🍎 Practice Schedule. (Turn in by end of second week)
- 🍎 Game schedule. (Turn in by end of second week)
- 🍎 Goal Statement I. (Turn in by end of second week)

WEEKLY THROUGHOUT INTERNSHIP:

- 🍎 Weekly Reports. (Turn in weekly)

OTHER IMPORTANT DEADLINES DURING INTERNSHIP:

- 🍎 Mid Progress Report. (Turn in when you've completed *half* your internship hrs.)

FINAL DEADLINES AFTER HOURS COMPLETED:

- 🍎 Final Evaluation (Turn in when you've completed all hours & requirements)
- 🍎 Goal Statement II. (Turn in when you've completed all hours)
- 🍎 Student's Self-Appraisal. (Turn in when you've completed all hours)
- 🍎 Student's Appraisal of School/Agency. (Turn in when you've completed all hours)
- 🍎 Final Paper. (Turn in when you've completed all hours & requirements)
- 🍎 Copy of "Thank You" Note to Head Coach (Bring hard copy to final interview)
- 🍎 Final Oral Evaluation/Interview (schedule with Coach Hall when ***everything*** is completed & has been submitted)

**To find the forms go to byu.edu and type *coaching internship* in the search window and click on the first page*

or

<http://education.byu.edu/ted/pete/internship.html>