Technical Communication Certificate
Internships Checklist
Effective 5/2014

The goal of the TCC internship is to give Certificate students real-life, on-the-job experience applying the skills they learn through their coursework; students then take EPD 398, Technical Communication Internship, to discuss the professional and communication challenges they encountered. The following checklist will ensure that the internship is a valuable experience for the student and a useful contribution to the sponsor's work and that the student is prepared for EPD 398.

Prior to leaving for an internship/registering for EPD 398, students must:

- Apply and be accepted to the TCC
- Complete EPD 397
- Complete 6 credits of other communication electives or contact the EPD 398 instructor (exceptions will be made on a case-by-case basis only)
- Discuss their plans to take an internship with their TCC advisor and with the EPD 398 instructor
- Return the Internship Application to the EPD 398 instructor
- Discuss TCC expectations and potential duties with their internship supervisor
- Return the completed Learning Agreement, signed by both the supervisor and the student, to the EPD 398 instructor

At the end of their TCC internship and prior to the start of EPD 398, students must:

- Complete the Program Evaluation form and return it to the EPD 398 instructor
- Provide their supervisor with the Evaluation of Student form and arrange for its return directly to the EPD 398 instructor