**INTERNSHIP PROCEDURE**

1. **Student/Adviser finds a company**
2. **Student fills out and submits the MOAs and Internship Plan to Adviser/Coordinator**
3. **Adviser/Coordinator submits accomplished MOAs and Internship Plan to the Office of the Legal Counsel for evaluation**
4. **Student submits approved and notarized MOAs and Internship Plan to the COS Dean**
5. **Adviser/Coordinator submits accomplished MOAs and Internship Plan to the Office of the Legal Counsel for evaluation**
6. **Student starts his/her internship**
7. **Company fills out evaluation form and sends it to Adviser/Coordinator**
8. **Student submits Certificate of Completion and Internship Report to Adviser/Coordinator**
9. **Adviser submits student’s grade and mentoring report to the Chair**