

M.S. HLT Internship Check list:

1. Choose Master's of Science committee: 2 committee members and internship advisor (chair of committee). Submit a one page description of internship tasks and deliverables to the committee members. **Note:** student must seek committee member's agreement to serve on committee (see , e.g. #8 wrt. NDA).
2. Letter of Agreement signed by student, company supervisor & internship advisor (p. 5 in *Policies, Procedures and Best Practice Guidelines for Internships LING593a...*).
3. Register for HLT Internship; consult with Stephanie Amado (LING593a).
4. Sign "Assumption Risk Release" form (p. 12) and give to Stephanie.
5. Does Internship work involve Human Subjects? If so, consult Natasha Warner (nwarner@email.arizona.edu).
6. Submit regular informal reports (for example weekly or bi-weekly as appropriate) to internship advisor detailing internship experience.
7. At internship's culmination, (write and) submit report, student evaluation form and company supervisor's evaluation form to Stephanie & internship advisor.
8. In the case where internship report is covered by an NDA the internship advisor should submit a letter in lieu of the report. This letter should state that the report satisfies the portfolio requirement. **Portfolio = deliverables e.g. software, demos + internship report.**
9. Internship advisor submits student's Internship (LING593a)grade.
10. At degree program conclusion student submits portfolio to be evaluated by M.S. Committee.
11. Student submits GradPath forms pertaining to M.S. in HLT (these forms requiring M.S. committee approval and Graduate College approval):
 - A. Responsible Conduct of Research
 - B. Master Plan of Study form-2nd semester
 - C. Master Completion form-Final semester