

**FORM XI**  
**FIRE INTERNSHIP CHECKLIST**

FORM V, *Internship Schedule*, FORM VI, *Student Information*, FORM VII, *Statement of Insurance Coverage*, and FORM VIII, *Waiver and Release*, are to be submitted to the internship coordinator (as discussed at the mandatory internship meeting; students are encouraged to submit these forms as early as possible) by:

\_\_\_\_\_  
(Date)

My internship is scheduled to begin on:

\_\_\_\_\_  
(Date)

My *Weekly Activity Reports* are to be mailed or faxed weekly, usually each Monday during internship.

\_\_\_\_\_  
(Date)

FORM IV, *Supervisor's Midterm Report*, and FORM IX, *Student's Midterm Evaluation of Internship*, should be completed and submitted between the fifth and sixth week of internship.

\_\_\_\_\_  
(Date)

FORM III, *Agency's Final Evaluation of Intern*, and FORM X, *Student's Final Evaluation of Internship*, should be completed and submitted during the final week of internship.

\_\_\_\_\_  
(Date)

My Resume' and Cover Letter are to be mailed (postmarked) to the internship coordinator by:

\_\_\_\_\_  
(Date)

My *Internship Presentation* is to be presented to the internship coordinator on:

\_\_\_\_\_  
(Date)

My internship is scheduled to end on:

\_\_\_\_\_  
(Date)