



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

School of the Arts, English and Media

JRNL304 - Internship Checklist

All forms and links listed below are available on the school website.

- Complete a **Student External Work Placement Application**.
- Read and sign the **UOW Code of Practice – Student Professional Experience** at www.uow.edu.au/about/policy/UOW058662
- Complete the **EO Online module 1** at <http://staff.uow.edu.au/eed/eonline> and print out the complete certificate.
- Sign and date this checklist
- Meet with the Subject Coordinator to confirm your internship. They will sight all documentation before signing this checklist.

Student signature:	
Subject Coordinator signature:	
Date:	

Return the signed checklist and all completed documentation to:

TAEM Admin - taem-admin@uow.edu.au

Faculty/Division: Faculty of the Arts, Social Sciences and Humanities

Unit: School of the Arts, English and Media

If you have any questions, please speak to the Subject Coordinator