



School of the Arts, English and Media (TAEM)

CACS302 - 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 the school office for processing. You will receive a package to give to your employer on the first day of your internship containing:

- Signed letter to host organisation
- Internship Evaluation Form for your supervisor to complete
- Internship Acknowledgement Form for supervisors and yourself to complete
- Code of Practice – Student Professional Experience

If you have any questions, please speak to the Teo Treloar, CACS302 Subject Coordinator, via email on treloar@uow.edu.au