

School of Business Student Internship Checklist

- 1. Visit the School of Business located in DH 1045 to pick up a PIE (Predetermination Internship Evaluation) Form. Once you have filled out the form, drop it off at Professor Keith Wargo's office, DH 1066 or with Megan Miller in DH 1045. You can also email it to BusinessIntern@liberty.edu.

- 2. Schedule an appointment via phone (online students) or in person (residential students) with Professor Keith Wargo. At this meeting, you will:
 - a. Discuss the internship process and determine the assigned credit hours for the internship you have chosen
 - b. Go over the Internship Syllabus
 - c. Receive a Student/ Employer evaluation form

- 3. Return SIA form to Professor Keith Wargo in DH 1066 or submit online to BusinessIntern@liberty.edu.

- 4. Get registered for BUSI 499/ACCT 499/BUSI299 with the Registrar's office to receive credit for the internship. This is done by the School of Business not the individual students.

- 5. Attend at least ONE Workshop (applies only to Residential Students).

- 6. Complete check-ups in Blackboard.
 - Check-up 1
 - Check-up 2
 - Check-up 3
 - Check-up 4

- 7. Fill out and post both Student and Employer evaluation forms and your Final Paper on Blackboard under the Internship class you are registered in.

*Grades will be posted 1-2 weeks after the class is done.