

SCED 502: Micro Internship End of Semester Checklist

Student Name: _____ **ID #:** _____

Instructor Name: _____

Academic Year: _____

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502 Micro Site Visit Evaluation of Student by L&C Supervisor
You will receive this the last night of class

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502 Academic Micro internship Final Evaluation by Mentor
This form is completed and signed by your Site Mentor at your school

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502 Internship Site Evaluation by Student

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Micro Weekly Record of Supervision Hours
This form should be signed by both your site mentor & your L&C instructor and have at least the following totals:
- 3 hours On-Site Supervision with your Mentor
- 3 hours On-Site Supervision with your L&C Supervisor on the day of the visit
- 12 hours Class Supervision with your L&C Instructor 1 hour for every day of class

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Micro Record of Hours for Other Activities
This form should be signed by your site mentor, you should have at least 27 hours

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Micro Weekly Record of Direct Service Hours
This form should be signed by your Site Mentor, you should have at least 55 hours

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Micro Final Internship Hour Summary Form
This form is signed by your Site Mentor & L&C Instructor. Transfer information from the other three hour logs onto this single form, then total all the hours. You should have at least 100 hours.

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502 Academic Micro Internship Final Evaluation by Professor
You will need two copies at the last class, one for this packet and one to keep for your records. This form is signed by you & your L&C Instructor.

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This sheet should be attached to the front of your paperwork packet.