

## Internship Requirements:

1. **Contract:** required **prior** to start of internship. Can be mailed to COA (400 W. 1<sup>st</sup> St, Chico, CA 95929-0310) or faxed (530-898-5845).
2. **Logbook:** these can be handwritten or typed, daily or weekly.
3. **Thank you letter:** I need a copy of a professionally written thank you to your mentor/boss. (Proof read!)
4. **Evaluation:** these can be mailed to me by your mentor or you can hand deliver them. The address is on the bottom of the evaluation form.
5. **Paper:** On the front of the contract and on the syllabus is a bulleted list of what should be included in your papers. I will post the contracts on vista if you need to re-visit these.
6. **Poster:** The template for your posters (power point) will be posted on vista for you to download. Populate it with pictures and brief narrative. There are some nicely done posters up on the 2<sup>nd</sup> floor hall of Plumas for examples. You do not need to print out the posters. You will attach them in Vista.