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Requirements to Complete Internship

- While completing an internship, the student is required to complete weekly reports in regards to their experiences and knowledge gained. The weekly reports should contain the number of the hours worked and should contain a brief outline of the activities during the week. Knowledge, experiences gained and any problems, concerns or suggestions should also be provided in the weekly report. A Weekly Form is attached for the student to use. The form should be sent to the On-Campus Supervisor each week.
- A final paper is required for the internship. The paper is to be given to the student's On-Campus Supervisor. Guidelines for the paper are attached. The purpose of the report is to summarize the internship experience for the On-Campus Supervisor and for others including future students interested in a similar internship.
- The student is also asked to complete an evaluation of their work. The evaluation will be sent to the student by the Program Coordinator. The evaluation must be completed and then returned to the Program Coordinator by the specified date.