

## PROFESSIONAL YEAR PROGRAM: INTERNSHIP DOCUMENT CHECKLIST

Student Details			
<b>Student Name</b>		<b>Student ID</b>	
<b>Course Name</b>		<b>Course Start Date</b>	
<b>Host Company</b>		<b>Internship Start Date</b>	
Document Checklist			
Document Name	Submitted/Issued (Yes/No)	Date	
Internship Application Form			
Resume and Cover Letter			
Internship Approval Form (Self Sourced)			
Host Company Terms & Conditions			
Internship Log Book (Blank)			
Job Description Form			
Weekly Diary (Week # 1, 2 & 3)			
Weekly Diary (Week # 4, 5 & 6)			
Weekly Diary (Week # 7, 8 & 9)			
Weekly Diary (Week # 10, 11 & 12)			
Internship Evaluation Form			
Internship Log Book (Filled)			
Approved by (IPA)		Date	

### Education Centre of Australia

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