Dear Student Intern:

Welcome to the Fall 2006 semester! As you embark into the exciting world of internships please complete the following assignments to ensure that you receive credit for your hard work. *Please keep this letter for future reference.*

**General Course Requirements**

1. Interns are responsible for locating, interviewing, and securing internship placement.
2. Interns must commit 120 hours (8 hour per week) for their internship. *Please coordinate your schedule with the internship supervisor to ensure that you will meet the 120 hours internship requirement by the end of the semester.*
3. Follow rules and regulation of the internship site.
4. Internship supervisor must complete the attached evaluation form at the end of your internship.

*Evaluation forms can be submitted via U.S. Postal Mail, E-mail or hand delivered.*

**Intern Writing Assignments**

*You cannot receive a final grade without submitting all written assignments and the internship evaluation form. All interns are required to ensure that their on-site supervisor completes the internship evaluation form and that it is received by the instructor.*

**WEEKLY INTERNSHIP LOG REPORTS - DUE DATE: EVERY SATURDAY**

All interns are required to submit weekly internship report logs via e-mail to:

**jct@lehman.cuny.edu**

Your weekly log must describe your internship experience for the week. This includes special projects, new skills learned, and/or ideas.

**FINAL PAPER & COMPLETED INTERNSHIP FORMS DUE DATE: December 13, 2006**

Submit a final 3 – 5 final paper analyzing your internship experience.

Thank you,

Prof. Patricio Lerzundi       Prof. Thomas O’Hanlon
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