

M.S. HLT Internship Check list:

1. Choose Master's of Science committee: 2 committee members and internship advisor (chair of committee). The committee information will be included in your Internship agreement (see pg. 1 of Internship Agreement).

- *Once you have selected your internship advisor, please indicate which format you will be doing the internship report in. Reference the graduate handbook pgs. 29-30 under Section F.3 for more information regarding these two options. Should you wish to change this decision at a later date please consult your internship advisor.*

2. Search for Internship and submit a one-page description of internship tasks and deliverables to the committee members. **Note:** student must seek committee member's agreement to serve on committee (see, e.g. #5* wrt. NDA). Before signing any paperwork locking in your internship, please make sure that it has been pre-approved by your committee according to the guidelines above.

- *Upon pre-approval of internship fill out and have all relevant parties sign the Internship Agreement. **Without the Internship Agreement you cannot be registered for Internship units.***

- *Does Internship work involve Human Subjects? If so, consult Natasha Warner (nwarner@email.arizona.edu).*

3. Register for HLT Internship; consult with Joshua Carlin (LING593a). You will turn in your **Internship Agreement** to me as well as indicate how many units, and with which instructor, you will be registering for.

4. Submit regular informal reports (for example weekly or bi-weekly as appropriate) to internship advisor detailing internship experience. **Note:** This will be extremely helpful to you when writing up your internship report irrespective of whether you choose to do the thesis or website option, so the more detail you are able to include the more helpful this will be to you.

5. At internship's culmination, **(write and) submit report/website, student evaluation form** and company **supervisor's evaluation form** to Joshua Carlin & your internship advisor. All of these forms can be found on the department website: <https://linguistics.arizona.edu/ms-hlt/internships>

*- *In the case where internship report is covered by an NDA the internship advisor should submit a letter in lieu of the report. This letter should state that the report satisfies the portfolio requirement. Portfolio = deliverables e.g. software, demos + internship report.*

6. Internship advisor submits student's Internship (LING593a) grade.

7. At degree program conclusion student submits portfolio to be evaluated by M.S. Committee.

8. Email Josh once your internship report has been passed by the committee

- It will be at this point that Josh will initiate the final bits of paperwork necessary for your graduation.