

**KAUFFMAN INTERNSHIP  
CHECK SHEET**

**INTERN NAME:** \_\_\_\_\_

**STREET:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIPCODE:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Begins Internship:** \_\_\_\_\_ **Ends Internship:** \_\_\_\_\_

**Job Description**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hourly Rate:** \_\_\_\_\_

**CHECK LIST**

- Intern has received Kauffman Entrepreneur Internship description page
- Intern has turned in QUALIFICATION FORM filled out w/signatures
- Internship site has been contacted & agrees to host intern
- Kauffman Entrepreneurial Internship Agreement Form signed
- Promissory Contract has been issued/signed by Employer, Intern, University
- Intern has received timesheet
- W-4 and I-9 forms filled out and signed
- Student has registered for credit
- Intern has been briefed on how to report time
- Pay approval memo sent to Business office
  
- Initial Paper written?
- Intern keeping a confidential, comprehensive daily journal?
- Intern completes and submits final major paper?
- Internship site visits completed?
- Grade turned in for Intern to registrar?

**COMMENTS**

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