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# Internship Coordinator Checklist

## Internship Credential CDOS Commencement Credential

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Cohort: \_\_\_\_\_

### Internship Credential Requirements:

- Enrollment Form
- Memorandum of Agreement (employer has to sign)
- Student Training Plan (employer has to complete with student)
- Time Sheets to equal 54 hours or more (employer has to sign)
- Employability Profile (employer has to complete)
- Internship Reflection Assignment
  - Paper
  - Power Point
  - Interview
- College and Career/16 hours job training/completed BOCES Plan

### CDOS Pathway Option 1:

- 162 hours of CTE coursework  
1 year of BOCES **or** 1.5 credits of coursework with certified CTE teachers  
**-AND-**
- 54 hours of WBL obtained through internship, including:  
16 hours job training **-or-** College/Career Readiness **-or-** completed BOCES business plan
- Completed Career Plan
- Completed Employability Profile

### CDOS Pathway Option 2:

- 216 hours of WBL, including  
16 hours job training **-or-** College/Career Readiness **-or-** completed BOCES business plan
- Completed Career Plan
- Completed Employability Profile