ProStart® Student Personal Folder Checklist

*We suggest making each form/sheet in the folder a different color for easy referencing

ITEM:	Completed/Distributed:	Date:
1. Class syllabus, signed		
2. Student's information and schedule		
3. ProStart Student Profile Form—Internship Pre-Employment App		
4. Copies of trip permission slip, signed		
5. Copy of student driver authorization form, signed		
6. Mentoring forms:		
a. Employment Agreement, complete and signed		
b. Complete Student Work Experience Checklist (meet once a week with mentor)		
7. On separate piece of paper, keep a running total of hours worked per week.		
8. Copy all pay stubs and put in folder—proof of work hours.		
9. Work Experience Requirement Validation complete and signed		
10. Others:		
a. 10 Habits of Highly Effective Interns		
b. ProStart Passport		
c. Examination/Certificate Information		
d. ProStart Scholarship Application		
e. Acceptance Letter from College		
f. Resume		