MATE Internship Paperwork Checklist

Congratulations! You have been selected to take part in the Marine Advanced Technology Education (MATE) Center's At-Sea Technical Internship Program. In order to prepare you for your internship, there are a few things that must be done. You must read and sign the following checklist before you leave for your internship. By signing this agreement, you are stating that you have read and understand all of the terms of your MATE Technical Internship. Visit: www.marinetech.org/internships for copies of all forms for your internship. When this checklist has been completed, your stipend will be processed. When you complete all of the items on this checklist and send them to MATE’s internship coordinator you should receive a check within 4-6 weeks. Some documents may be sent electronically (indicated by * next to the item) and others require hard copies (indicated by ** next to the item)—follow the instructions below carefully. If you do not finish all of the items on this checklist, including but not limited to finishing your internship, you will not receive your stipend or a passing grade in the CO-OP class.

Before you leave:

- Specify from which airport you want to travel (or if the internship is somewhat local and you prefer mileage to drive yourself, speak to the Internship Coordinator).
- Sign up for Cooperative Work Experience (co-op) either at Monterey Peninsula College (ask for instructions if you need it) or at your home institution.
- Get Passport and VISA and any necessary shots (if necessary; expenses not reimbursed)
- Apply for a Transportation Worker Identification Credential (TWIC) Card (if required; MATE will reimburse this cost if it is required for your internship).
- Complete online pre-internship quiz: https://www.surveymonkey.com/r/2018PreInt
- Contact your mentor and be sure you understand what your duties will be while acting as a MATE Intern.
- Complete and return to the internship coordinator:
  - this signed form*
  - the Emergency contact form*
  - MATE compliance policy form*
- Complete a pre-internship phone interview with the Internship Coordinator.

During Internship:

- Keep a daily journal of your activities (preferably electronic)
☐ Take photos and videos of yourself working.
☐ Complete your Internship Work Plan with your Supervisor.
☐ Sign your Internship Agreement AND have your Supervisor sign it.
☐ Post a weekly blog on the MATE website.

When you return (within 2 weeks of end of internship!):
☐ Complete a post-internship phone interview with the Internship Coordinator.
☐ Turn in your daily journal* to the Internship Coordinator.
☐ Complete the online MATE Internship Evaluation: https://www.surveymonkey.com/r/2018PostInt
☐ Turn in your Internship Work Plan* to the Internship Coordinator.
☐ Turn in your signed Internship Agreement* to the Internship Coordinator.
☐ Write and submit a 2-3-page paper*. This paper should be an overview of the internship including a brief description of the lab and/or ship where you worked, the length of your internship, and a description of your duties as an intern. Based on your work plan, which tasks did you complete? Which tasks did you not complete? What did you learn from each success or failure? Overall, was the internship a good experience?
☐ Fill out and return the Reimbursement Request form**. This is the form that paid interns submit to receive their stipend and any travel expenses that the MATE Center has pre-approved for reimbursement.
☐ Prepare and submit a PowerPoint* on your internship experience (see the required forms page for the template). Students who are continuing at their college or university will be required to present about their experience to students at their university. The internship coordinator will help you to coordinate this.
☐ Submit copies of photos and videos taken at sea* (upload your top 3-5 pictures and videos to http://www.flickr.com/groups/mate_internships/ and email the full resolution copies to Internship Coordinator).
☐ Register on MATE’s Facebook and LinkedIn accounts.

__________________________________________________________________________  __________
Intern Signature                                                                                         Date

__________________________________________________________________________
Internship Coordinator Signature

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