# Appendix A - Internship Check Sheet

**Intern Name / AUP Unit / Member ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Major Task** | **Date Completed** | **Verifying Mentor** |
| Confirm the Uniform of the Day with internship supervisor, ensure uniform is prepared & ready w/ proper AUX insignia |  |  |
| Check-in and orientation upon first arrival at the internship, per requirements of the host office or command. |  |  |
| Participation in all topical or leadership seminars, guest speakers, and special events as directed by your supervisor or academic advisor. |  |  |
| Read books, publications, and documentation relevant to your internship as assigned by your supervisor. |  |  |
| Minimum weekly coaching discussions with your supervisor over at least a six week internship period. |  |  |
| Develop a new or update an existing Individual Development Plan (IDP), Encl. (4) to COMDTINST 5357.1A, with your supervisor. |  |  |
| Complete an internship project or paper as agreed upon with your supervisor and academic advisor.  OR  Complete one AUP Program of Study course or qualification during the internship (usually done under the supervision of the local Flotilla). |  |  |
| Faithfully perform and demonstrate mastery of job duties assigned by the internship supervisor. |  |  |
| Demonstrate consistently professional bearing, conduct, and behavior throughout the course of the internship, as determined by supervisor. |  |  |
| Demonstrate consistent promptness and punctuality for internship-related meetings, events, and job assignments. |  |  |
| Additional Objective (define with supervisor): |  |  |
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| **Supervisor Signature / Date** | **Intern Signature / Date** |