

Newport Business Institute

Externship · REQUIREMENTS

- √ Be on time and show up every day that you are required to be there.
- √ Call your externship if you are going to be late or absent.
- √ Be PROFESSIONAL
- √ Remember that you are there to learn and help out
- √ Give timesheets to supervisor weekly for signature
- √ Turn completed timesheets into Graduate Services Coordinator/ weekly faxed to 724-483-2785.
- √ Timesheets must be turned in within seven (7) days or they will not be accepted.
- √ Complete 360 hours of externship which does not include lunch or dinner hours. These hours must be completed in no less than eleven (11) weeks.
- √ Complete and turn in site evaluation form to Graduate Services at the end of the externship
- √ Must complete and submit a three-page paper, which explains how your coursework at Newport benefited you, and what you learned while on your externship.

Final grade will be based on all of the above. If any of these requirements is not completed, transcripts will reflect an incomplete grade until all requirements have been met. Report cards, transcripts and degrees will be held until all requirements are met.

At the end of your externship:

Ask your supervisor for a Letter of Recommendation

See if you can use them as a reference

Ask if they have any job openings or job leads

Send them a thank you note