

Newport Business Institute
Externship Checklist for Student

Student:

Date:

Quarter of Externship:

- Signed Agreement Form
- Externship Specification Form
- At least 360 Hours of Externship Time sheets (must have at least 11 weeks)
- Externship Final Page (should be at least 3 pages)

Please make sure you have completed and turned in all of the above to complete your externship. If they are not completed and turn in, you will not receive a final grade and graduate.

Please contact me if you have any questions

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