

Student Name: _____

	Form Name	Sent	Returned	Completed	Comments/Notes
1	Val Tech Parent letter/Invite				
2	Parent Letter/Overview		Not Necessary	Not Necessary	
3	V-TIP Proposal Form—Mar.1				
4	Letter to Potential Host				
5	Pre-Approval Form				
6	Internship Application Form				
7	Parent's Acknowledgment Form				
8	Host Agreement Form				
9	Goals and Objective Form				
10	Evaluation # 1 (1-50 hours)				
11	Evaluation # 2 (51-100 hours)				
12	Evaluation # 3 (101-150 hours)				
13	Host Evaluation Form				
14	Student's Evaluation				
15	Research Paper				
16	Reflective Essay				
17	PowerPoint—Rubric				
18	Electronic Portfolio—Rubric				
19	Internship—Rubric				
20	Oral Presentation—Rubric				
21	Thank You letter				