

HCA EXPERIENTIAL INTERNSHIP APPLICATION CHECKLIST*

Forms to Complete	Submission	Date Due	Date Completed
Application	<p>Save as <u>Last Name-App</u></p> <p>Be certain to verify willingness of your personal character reference. E-mail address is <u>required</u> for this reference.</p> <p>Send Application to Susan Jankowski as an e-mail attachment sjankows@uwsp.edu.</p>	<p>March 15th – for Summer and Fall semesters November 1st – for Spring semester.</p>	
Resume	<p>Save as <u>Last Name-Resume</u></p> <p>Send Resume to Susan Jankowski as an e-mail attachment sjankows@uwsp.edu.</p>	<p>March 15th – for Summer and Fall semesters November 1st – for Spring semester.</p>	
Reference Form	<p>Save as <u>Last Name-Ref</u></p> <p>Send Reference Form to Susan Jankowski as an e-mail attachment sjankows@uwsp.edu.</p>	<p>March 15th – for Summer and Fall semesters November 1st – for Spring semester.</p>	
Internship Preference Form	<p>Save as <u>Last Name-Pref</u></p> <p>Send Preference Form to Susan Jankowski as an e-mail attachment sjankows@uwsp.edu.</p>	<p>March 15th – for Summer and Fall semesters November 1st – for Spring semester.</p>	

*** Upon confirmation of placement, you will receive an email with additional information and forms that will need to be completed and returned by the due date indicated.**