



### SUMMER INTERNSHIP PROGRAM CHECKLIST 3: AFTER OFFICIAL OFFER, BEFORE STARTING THE INTERNSHIP

You will not be able to start the internship until you receive the official offer letter, which will come from Human Resources via your Tri-C email. The official offer letter will include your official start date. Once you receive your official offer letter, you must complete the steps below:

- ☐ **Complete and turn in your new hire HR paperwork.**
  - All new hire HR paperwork must be complete and turned in on or before your start date. All new hire HR paperwork must be sent to Febra Pendleton-Gray at [Febra.Pendleton-Gray@tri-c.edu](mailto:Febra.Pendleton-Gray@tri-c.edu):
    - ☐ Employee Biographic/Demographic Data Survey Form
    - ☐ Acknowledgement of receipt of Auditor of State fraud reporting system information
    - ☐ Confidentiality statement
    - ☐ Ethics Acknowledgement
  - You will receive a separate email with a link to complete the electronic I-9.
    - ☐ Follow the step-by-step instructions to complete the I-9.
      - *Section 1 of the electronic Form I-9 should be finished on or before your start date on your offer letter.*
    - ☐ Make an appointment, no later than three days after your start date, to complete the document.
- ☐ **Complete and turn in your new hire payroll paperwork.**
  - All new hire Payroll paperwork must be complete and turned in on or before your start date. All new hire Payroll paperwork must be sent to Gretchen McGinnis ([Gretchen.McGinnis@tri-c.edu](mailto:Gretchen.McGinnis@tri-c.edu)) and Todd Prusha ([Todd.Prusha@tri-c.edu](mailto:Todd.Prusha@tri-c.edu)).
    - ☐ State of Ohio Employee's Withholding Exemption Certificate
    - ☐ Direct Deposit Authorization
    - ☐ W-4
    - ☐ Statement of Employment in a Job not covered by Social Security (SSA-1945)

**Register for your summer course.**

- Students in the Summer Internship Program are **required** to be enrolled in at least one course over the summer. The Career Center will cover the cost of one course up to 4 credit hours (excluding the course fees).
- *If you haven't already registered for your summer course and are only registering for one course* - when registering, you can select any payment option but we encourage you not to select the payment plan option as there is a \$25 non-refundable fee. The entirety of the course cost, excluding fees, will be waived within a few days (up to 4 credit hours).
- *If you haven't already registered for your summer course and are registering for more than one summer course* - when registering, select the payment option that works for you. One of your summer course's cost, excluding fees, will be waived within a few days (up to 4 credit hours).
- *If you have already registered for a summer course that qualifies (4 credit hours and below)* - any money that you have already paid towards one of your summer courses, excluding fees, will be refunded except for the \$25 fee if you chose the payment plan option.

**Pay your course fees.**

- While the Career Center will pay for your course cost, it does not pay for your course fees - make sure to pay for any of your course fees for the summer.

**Purchase your course textbook.**

- Through the Summer Internship Program, you will receive \$125 to pay for 1 book that is associated with the summer course being paid for through the Summer Internship Program.
  - For sessions L, J and O, purchase your book between 5/20 and 6/28 - for session K, purchase your book between 6/23 and 7/31 :
- *If you already paid for your book* - email a copy of the completed [reimbursement form](#) and a receipt to [bursar@tri-c.edu](mailto:bursar@tri-c.edu). You must have a receipt to get reimbursed.
- *If you have not already paid for your book* - go to a Barnes and Noble bookstore on any of the Tri-C campuses and purchase your book. When checking out, let the cashier know that you are part of the SIP program, and that you have a book set up on your student account. Do not pay using your Tri-C Card.
- *If your course has a First Day Book* (electronic book assigned to your course), that book will automatically be taken from the \$125 and count towards your 1 free book, unless you opt out.
- [Click here](#) for information on buying your book online.

**Register for one of the required onboarding sessions:** [Click here to register](#)

- Friday, May 19th from 10:30am to 12:30pm
- Monday, May 22nd from 2:30pm to 4:30pm

**Work with your supervisor to create your internship work schedule.**

Email or call your supervisor to discuss your work schedule and determine the days/hours you will be working each week.

Save those days and times on your calendar, so you guarantee your availability.

**Email your confirmed schedule to your internship Point of Contact in the Career Center.****Prepare for your first day on the job:**

Ask your internship supervisor to identify anything you may need to bring with you on your first day.

Ask your internship supervisor about the dress code for the position.