

INTERN CLOSE-OUT CHECKLIST

Research Portfolio Elements submitted

- I have turned in all of the required Research Portfolio elements to my mentor and have confirmed that my mentor has submitted the documents to HIP-2016@hpc.mil. Note: This must be done BEFORE close-out and debrief.

INTERN DEBRIEF (required) NOTE: Due on checkout day

- I received my debrief and signed a form acknowledging this. Due on intern's checkout day.

INTERN EXPERIENCE EVALUATION (highly encouraged but not required) NOTE: due no later than the last day of internship

- I completed a self-assessment on my HIP experience and reviewed this assessment with my mentor.

MENTOR THANK YOU (highly encouraged but not required)

- I sent a thank you email or note to my mentor(s) thanking them for their time and commitment. See sample/template in Intern Briefcase.