

# LAEP Supervisor Checklist

1. Secure approval for your LAEP research project with your Supervisor/Dean
2. Get department buy-in about covering cost (less than 1%)
3. Consider student learning and employment outcomes
4. Create a job description and post on [JAIN](#)
5. Recruit students whose goals align with your research project
6. Have candidates determine their eligibility by completing the [LAEP Interest Form](#)
7. [Initiate Workday request](#) for intern(s) selected
8. Support student(s) through onboarding process
9. Ensure student(s) complete the [internship reporting process](#) and enroll
10. Work with Internship Faculty Mentor(s) and Student(s) throughout the course

