

Instructions for HTM 202-302 Quiz Prerequisite

To sign up for an HTM 202 Work Experience and HTM 302 Internship, it is required that all HTM students must FIRST pass a prerequisite online quiz. The 46 quiz questions relate to procedures and practices necessary for the student to successfully complete the HTM 202-302 requirement. The exam can be initiated here: [HTM 202-302 Quiz-Prerequisite for Registration](http://www.purdue.edu/hhs/htm/undergraduate/career_center/) and also found on the following site: http://www.purdue.edu/hhs/htm/undergraduate/career_center/.

Below are the procedures for this quiz:

1. First you must read the HTM 202-302 Syllabus & Information Packet which can be found online on the [HTM Career Center website](#).
2. After reading the HTM 202-302 Syllabus, take the quiz by clicking this hyperlink ([HTM 202-302 Quiz-Prerequisite for Registration](#)) or by clicking the link found on the [HTM Career Center website](#).
 - a. You are required to pass the quiz! HOWEVER, if the time between passing the test and starting HTM 202 OR HTM 302 is longer than 24 months (two years), you will be required to take the test again.
 - b. Once you complete the quiz an e-mail will be immediately sent to your Purdue e-mail account. This e-mail serves as your proof of completion. You do not need to forward the e-mail. The Career Center automatically receives a copy of your proof.
3. Allow the HTM Career Center five business days to update your quiz status*
4. Contact your advisor for an HTM 202-302 override*
5. Register for HTM 202-302 during open registration

The purpose of reading the HTM 202/302 Syllabus & Information Packet and passing the test is so that you understand everything that is necessary for you to successfully complete your required internship and receive credit. It is your responsibility to read and understand everything and to follow the simple procedures that we have outlined. We have designed the system to require as little paperwork as possible and to be as uncomplicated as possible and yet every year students do not read or follow the procedures.

We have over 150 students each year completing their HTM 202 Work Experiences and HTM 302 Internships; therefore, it is important that everyone understands and follows the requirements.

Read this manual prior to the mandatory HTM 202/302 Orientation Session and that you ask questions if there is anything that is not clear to you. Chances are that someone else has the same questions you do!

Thank you and good luck.

Howard Adler Ed.D
HTM Internship Faculty Advisor

Maria Poynter
HTM Career Center Coordinator