



Internship for Academic Credit:

Fall 2019

TIMELINE	DATE	DESCRIPTION
REGISTRATION	Deadline: August 28, 2019	
PETITIONS	*Must be submitted 2 weeks before internship start date	If your internship will count as a 5 th course, or you would like to petition for a letter grade, please remember to submit a petition to Dean McKenna prior to your internship start date.
MIDDLE & FINAL EVALUATIONS Evaluations will be emailed to both you and your Site Supervisor, please review the information below for deadlines. Mid-Evaluations will be sent on September 9, 2019 Final Evaluations will be sent on November 11, 2019		
Mid-Evaluation	Deadline: September 23, 2019	You and your Site Supervisor will need to complete your Mid/Final Evaluation independently. Information collected through these evaluations will help guide students and Site Supervisors experiences. These will then be forwarded to your Faculty Sponsor.
Final Evaluation	Deadline: December 6, 2019	
ACADEMIC COMPONENT Please consult with your Faculty Sponsor regarding deadlines for your academic component. Please note that materials should be submitted to your Faculty Sponsor no later than Final Exam week. <i>You must submit a completed and signed time sheet by December 6, 2019, including all expected hours. Completed evaluations and time sheets will be forwarded to your Faculty Sponsor.</i>		