

Internship Program Deadlines

Fall 2019

Mon., Aug. 26	<ul style="list-style-type: none"> • First Eligible Work Day for Fall 2019 Internships! The dates to earn hours for credit are: August 26 – Dec 14, 2019. 												
Fri., Sept. 6	<ul style="list-style-type: none"> • Last day to drop courses without record of enrollment (“W”) • Last day to add INTP 290 or 490 (placeholder credits for financial aid. Student will still need to enroll in formal internship course to replace placeholder credits) 												
Fri., Sept. 27, 5pm	<ul style="list-style-type: none"> • Final Date to Register for Fall 2019 Internships without a petition 												
Ongoing	<ul style="list-style-type: none"> • Advisement Check in and meet regularly with your Internship Site Supervisor and Faculty Internship Advisor to keep open lines of communication that will enhance your internship experience. 												
Now!	<ul style="list-style-type: none"> • Report Any Changes Do you need to drop/change your internship or switch supervisors? All changes and updated contact information must be approved by Career & Professional Development. Some changes may require a petition. Please report all changes immediately to internships@chapman.edu. 												
Fri., Nov. 1	<ul style="list-style-type: none"> • Final Date to Withdraw from Courses with a “W” • Final Date to Change Credits without petition <p>If you realize you are not able to earn the hours on your agreement or you would like to earn more credit, contact Career and Professional Development immediately. Please check the Chapman Catalog for internship credit options. Traditional increments are:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Credits / Hours</th> <th>Credits / Hours</th> <th>Credits / Hours</th> <th>Credits / Hours</th> <th>Credits / Hours</th> <th>Credits / Hours</th> </tr> </thead> <tbody> <tr> <td>0.5 = 20</td> <td>1 = 40</td> <td>1.5 = 60</td> <td>2 = 80</td> <td>2.5 = 100</td> <td>3 = 120</td> </tr> </tbody> </table> <p>Email changes to internships@chapman.edu.</p>	Credits / Hours	Credits / Hours	Credits / Hours	Credits / Hours	Credits / Hours	Credits / Hours	0.5 = 20	1 = 40	1.5 = 60	2 = 80	2.5 = 100	3 = 120
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0.5 = 20	1 = 40	1.5 = 60	2 = 80	2.5 = 100	3 = 120								
Fri., Nov. 8	<ul style="list-style-type: none"> • Final Date to Petition for Fall 2019 Internship Credit 												
Mon., Nov. 11	<ul style="list-style-type: none"> • Performance Evaluation Sent to Internship Site Supervisor Internship Site Supervisors should receive the required Performance Evaluation form via email from Career and Professional Development and they are encouraged to discuss the ratings with you to support the work/learning experience. <p>Interns: It is your responsibility to make sure the Site Supervisor received their survey. Contact internships@chapman.edu if the evaluation has not arrived by Wednesday, November 13.</p>												
Fri., Nov. 29	<ul style="list-style-type: none"> • Performance Evaluation Submission Deadline <p>Interns: It is <i>your responsibility</i> to make sure your Site Supervisor completes and submits the Performance Evaluation by the deadline. If the person who should receive your Performance Evaluation is not the designated Site Supervisor on your Internship Site Approval Form, please email internships@chapman.edu to report the new supervisor’s full name, title, email address and the reason for the change.</p>												
Sat., Dec. 14	<ul style="list-style-type: none"> • Last Day to Earn Internship Hours • Academic Assignments Due to faculty advisor for grading • Timesheet Due in Portal – must be signed by supervisor • Exit Survey Due – complete on Handshake <p>A copy of your Chapman University Internship Timesheet, signed by your supervisor, must be uploaded to the internship portal no later than Saturday, December 14, 2019 to earn credit.</p> <p>The Exit Survey is the final component of the Internship Program. The survey link will be sent to your Chapman email account before finals week, and will be available via your Handshake profile.</p>												
Shine!	<ul style="list-style-type: none"> • Intern Spotlights Send us photos of you on the job! Email pictures and success stories to careerconnection@chapman.edu. 												

These deadlines are based on the Academic Calendar for the Orange Campus.

If your program follows another calendar, please contact internships@chapman.edu with questions.