

## Internship Program Deadlines Spring 2020

<b>Mon., Feb. 3</b>	<ul style="list-style-type: none"> <li>• <b>First Eligible Work Day for Spring 2020 Internships!</b> The dates to earn hours for credit are: <b>February 3 – May 23, 2020.</b></li> </ul>												
<b>Fri., Feb. 14</b>	<ul style="list-style-type: none"> <li>• <b>Last day to drop courses</b> without record of enrollment (“W”)</li> <li>• <b>Last day to add INTP 290 or 490</b> (placeholder credits for financial aid. Student will still need to enroll in formal internship course to replace placeholder credits)</li> </ul>												
<b>Fri., Mar. 6, 5pm</b>	<ul style="list-style-type: none"> <li>• <b>Final Date to Register for Spring 2020 Internships</b> without a petition</li> </ul>												
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• <b>Advisement</b> 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.</li> </ul>												
<b>Now!</b>	<ul style="list-style-type: none"> <li>• <b>Report Any Changes</b> Do you need to drop/change your internship or switch supervisors? All changes and updated contact information must be approved by Career &amp; Professional Development. Some changes may require a petition. Please report all changes immediately to <a href="mailto:internships@chapman.edu">internships@chapman.edu</a>.</li> </ul>												
<b>Fri., April 17</b>	<ul style="list-style-type: none"> <li>• <b>Final Date to Withdraw from Courses</b> with a “W”</li> <li>• <b>Final Date to Change Credits</b> without petition</li> </ul> <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 <a href="mailto:internships@chapman.edu">internships@chapman.edu</a>.</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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<b>Fri., April 24</b>	<ul style="list-style-type: none"> <li>• <b>Final Date to Petition</b> for Spring 2020 Internship Credit</li> </ul>												
<b>Mon., April 27</b>	<ul style="list-style-type: none"> <li>• <b>Performance Evaluation Sent to Internship Site Supervisor</b></li> </ul> <p>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> <p><b>Interns:</b> It is your responsibility to make sure the Site Supervisor received their Survey. Contact <a href="mailto:internships@chapman.edu">internships@chapman.edu</a> if the evaluation has not arrived by <b>Wednesday, April 29.</b></p>												
<b>Sat., May 9</b>	<ul style="list-style-type: none"> <li>• <b>Performance Evaluation Submission Deadline</b></li> </ul> <p><b>Interns:</b> 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 <a href="mailto:internships@chapman.edu">internships@chapman.edu</a> to report the new supervisor’s full name, title, email address and the reason for the change.</p>												
<b>Sat., May 23</b>	<ul style="list-style-type: none"> <li>• <b>Last Day to Earn Internship Hours</b></li> <li>• <b>Academic Assignments Due</b> to faculty advisor for grading</li> <li>• <b>Timesheet Due in Portal</b> – must be signed by supervisor</li> <li>• <b>Exit Survey Due</b> – complete on Handshake</li> </ul> <p>A copy of your <b>Chapman University Internship Timesheet, signed by your supervisor</b>, must be uploaded to the internship portal <b>no later than Saturday, May 23, 2020</b> to earn credit.</p> <p>The <b>Exit Survey</b> 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>												
<b>Shine!</b>	<ul style="list-style-type: none"> <li>• <b>Intern Spotlights</b> Send us photos of you on the job! Email pictures and success stories to <a href="mailto:careerconnection@chapman.edu">careerconnection@chapman.edu</a>.</li> </ul>												