**Internship Academic Credit Deadlines**  
**Spring 2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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| **Monday**  
**February 1** | First eligible workday for Spring 2021 Internships  
The dates to earn hours for credit are **February 1 – May 22, 2021** |
| **Friday**  
**February 12** | 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. |
| **Friday**  
**March 5 at 5pm** | Final date to register for Spring 2021 internships without a petition |
| **Ongoing**  
**Now!** | 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!**  
**Friday**  
**March 5 at 5pm** | 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 |
| **Friday**  
**April 16** | Final date to withdraw from courses with a “W”  
Final date to change credits without petition  
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 credit increments are as follows:  
<table>
<thead>
<tr>
<th>Credits</th>
<th>0.5</th>
<th>1</th>
<th>1.5</th>
<th>2</th>
<th>2.5</th>
<th>3</th>
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<tbody>
<tr>
<td>Hours</td>
<td>20</td>
<td>40</td>
<td>60</td>
<td>80</td>
<td>100</td>
<td>120</td>
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<td>Email changes to <a href="mailto:internships@chapman.edu">internships@chapman.edu</a></td>
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| **Friday**  
**April 30** | Final date to petition for Spring 2021 Internship Credit |
| **Monday**  
**May 3** | 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. Reminder: 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, May 5. |
| **Monday**  
**May 17** | Performance evaluation submission deadline  
It is your responsibility 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, email internships@chapman.edu to report the new supervisor’s full name, title, email address and the reason for the change. |
| **Saturday**  
**May 22** | Last day to earn internship hours  
Academic assignments due to faculty advisor for grading  
Timesheet due in portal Your Chapman University Internship Timesheet, signed by your supervisor, must be uploaded to the internship portal to earn credit.  
**Exit survey due** 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. |

**Shine!**  
**Intern spotlights**  
Send us photos of you on the job! Email pictures and success stories to career@chapman.edu.