



## Internship Academic Credit Deadlines

### Spring 2025

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|----|-----|-----|-----|---|-------|----|----|----|----|-----|-----|
| <b>Monday<br/>February 3</b>      | <b>First eligible workday for Spring 2025 internships</b><br>The dates to earn hours for credit are <b>February 3rd– May 17, 2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
| <b>Friday<br/>February 14</b>     | <b>Last day to add INTP 290, 490, or 690</b><br>Placeholder credits for financial aid. Students will still need to enroll in a formal internship course to replace placeholder credits.<br><b>Last day to drop courses without record of enrollment (“W”)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
| <b>Friday<br/>March 7 at 5pm</b>  | <b>Last day to apply for Spring 2025 internship credit without a petition.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
| <b>Ongoing</b>                    | <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
| <b>Now!</b>                       | <b>Report any changes</b> Do you need to drop/change your internship or switch Site 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 <a href="mailto:internships@chapman.edu">internships@chapman.edu</a> .                                                                                                                                                                                                                                                                                                                                                                                                 |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
| <b>Friday<br/>April 18</b>        | <b>Last day to withdraw from courses (with a “W”)</b><br><b>Last day to change the number of credits without a petition.</b><br>If you realize you are not able to earn the hours you initially registered for or you would like to earn more credit, contact Career and Professional Development immediately. Please check the <a href="#">Chapman Catalog</a> for credit options for internship course.<br>Traditional credit increments are as follows: <table><tr><td>Credits</td><td>0.5</td><td>1</td><td>1.5</td><td>2</td><td>2.5</td><td>3</td></tr><tr><td>Hours</td><td>20</td><td>40</td><td>60</td><td>80</td><td>100</td><td>120</td></tr></table> Email changes to <a href="mailto:internships@chapman.edu">internships@chapman.edu</a> . | Credits | 0.5 | 1  | 1.5 | 2   | 2.5 | 3 | Hours | 20 | 40 | 60 | 80 | 100 | 120 |
| Credits                           | 0.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1       | 1.5 | 2  | 2.5 | 3   |     |   |       |    |    |    |    |     |     |
| Hours                             | 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 40      | 60  | 80 | 100 | 120 |     |   |       |    |    |    |    |     |     |
| <b>Friday<br/>April 25 at 5pm</b> | <b>Last day to petition (e.g., late-add/drop, change/overload number of credits)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
| <b>Monday<br/>April 28</b>        | <b>Performance Evaluation sent to Internship Site Supervisor</b><br>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 evaluation. Contact <a href="mailto:internships@chapman.edu">internships@chapman.edu</a> if the evaluation has not arrived within 24 hours of sent date.                                                                                                                                                                                                 |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
| <b>Friday<br/>May 9</b>           | <b>Performance Evaluation submission deadline</b><br>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 <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.                                                                                                                                                                                                                                                    |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
| <b>Saturday<br/>May 17</b>        | <b>Last day to earn internship hours.</b><br><b>Academic assignments due</b> to Faculty Internship Advisor for grading<br><b>Timesheet due in portal</b> Your Chapman University Internship <a href="#">Timesheet</a> , signed by your supervisor, must be uploaded to the <a href="#">Internship Portal</a> to earn credit.<br><b>Exit Survey due</b> 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 <a href="#">Handshake</a> profile.                                                                                                                                                                                 |         |     |    |     |     |     |   |       |    |    |    |    |     |     |
| <b>Shine!</b>                     | <b>Intern spotlights</b><br>Send us photos of you on the job! Email pictures and success stories to <a href="mailto:career@chapman.edu">career@chapman.edu</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |     |    |     |     |     |   |       |    |    |    |    |     |     |