

INTERNSHIP COURSE CHECKLIST with FINAL DEADLINES FOR 2011-2012 SCHOOL YEAR

IMPORTANT NOTES: Your Emergency Contact Form, Internship Contract, and Professional Portfolio **MUST** be submitted and approved by Ms. Hamler **BEFORE** you may start your hours. **PLAN AT LEAST 2-3 weeks AHEAD** for the **FINAL DEADLINES**. Use the ECHO Internship Course Briefcase to assist you in the Internship Process.

()	Updated Student Profile	2005
	MANDATORY REQUIREMENTS (All assignments need to be submitted to Ms. Hamler)	<u>FINAL DEADLINES</u>
()	Updated Resume and Cover Letter with completed Evaluation Rubric (completed by a trusted adult) PLAN AHEAD!!	Friday, August 26, 2011
()	Emergency Contact Form (in Ms. Hamler's Ofc)	Friday, August 26, 2011
()	Career and Skill Assessment Assignment	Friday, September 16, 2011
()	Updated Professional Portfolio with Evaluation Rubric (completed by Internship Site Supervisor BEFORE internship starts)	Friday, September 30, 2011
()	Completed and signed Internship Contract turned (Contract MUST be completed, signed and turned in to Ms. Hamler BEFORE internship starts)	Friday, September 30, 2011
()	10 hours completed, logged onto approved timesheets, and submitted to Ms. Hamler* (*These next 8 assignments are due within TWO WEEKS of completing stated hours)	Friday, October 28, 2011
()	25 hours completed, logged onto approved timesheets, and submitted to Ms. Hamler*	Friday, November 18, 2011
()	Midpoint Evaluation Form submitted to Ms. Hamler*	Friday, November 18, 2011
	40 hours completed, logged onto approved timesheets and submitted to Ms. Hamler*	Friday, January 13, 2012
()	50 hours total completed, logged onto approved timesheets and submitted to Ms. Hamler*	Friday, February 24, 2012
()	Final Evaluation Form submitted to Ms. Hamler*	Friday, March 9, 2012
()	Final Essay emailed in Word document to Ms. Hamler*	Friday, March 9, 2012
()	Handwritten Thank You Note delivered to Internship Site Supervisor(s). Emailed Notification to Ms. Hamler*	Friday, March 9, 2012

Remember: You must successfully complete ALL internship requirements by Friday, March 9, 2012 in order to walk the graduation stage in June. You will not receive your diploma from New Technology High School until all of your Internship requirements are successfully completed. If you miss this final deadline of March 9, 2012, it may also jeopardize your ability to receive certain school awards or scholarships or to attend certain senior activities, such as prom. Once all of your internship requirements are successfully completed, you will receive 2 credits with a letter grade of A, B, C, or D for your Internship. Please refer to this checklist regularly throughout your internship experience.