

Addendum to Academic Internship Policies and Procedures:

**FALL 2011 Credit**

**Important Dates: Students**

*Note: Registration dates change each semester; contact Career Planning & Development for current dates*

**FALL 2011 Academic Internships**

**Deadline**

Last registration date for all 3-credit, 120 hour internships  
(must have internship in place AND submit completed Learning Agreement, with all signatures, to Registrar) September 7

Last registration date for 2-credit, 80 hour ELECTIVE internships  
(requires special approval from Department Chair AND communication regarding internship by regular drop/add deadline; must submit Completed Learning Agreement, with all signatures, to Registrar) September 16

Midterm employer evaluation due to Career Planning & Development October 17

Final employer evaluation due to Career Planning & Development December 9

Student exit interview with Career Planning & Development December 15

NOTE: Deadlines for academic assignments will be set by the faculty advisor and academic department supervising the internship.

**Additional Dates: Faculty Advisors/Career Planning & Development**

Midterm employer evaluation forwarded to Faculty Advisor October 24

Faculty Evaluation of Placement and Internship Summary to Department Chair and Career Planning & Development December 15

Final employer evaluations forwarded to Faculty Advisor December 15