

Internship Checklist/Calendar

<u>Assignment</u>	<u>Due Date</u>	<u>Completed/ Evaluated</u>
Internship Site Finalized	Tuesday, January 11, 2022	
Submit Information Form	Friday, January 14, 2022	
Submit Student Expectations Form	Friday, January 14, 2022	
Discussion Board #1 Due	Opens 1/10 Closes 1/14	
Class ZOOM Meeting	Monday, January 17, 2022	
Submit Learning Plan	Wednesday, January 19, 2022	
Professional Interview #1 Submitted	Sunday, January 23, 2022	
Submit Evidence Risk Management Outcome	Friday, January 28, 2022	
Complete Risk Management Flipgrid	Sunday, January 30, 2022	
Submit Internship Log January 10 - February 5	Sunday, February 6, 2022	
Class ZOOM Meeting	Monday, February 7, 2022	
Submit Self Evaluation #1	Thursday, February 10, 2022	
Submit Site Supervisor Evaluation #1	Friday, February 11, 2022	
Professional Resume' Submitted	Saturday, February 19, 2022	
Submit Evidence Equipment Outcome	Wednesday, February 23, 2022	
Submit Internship Log February 6 - 26	Sunday, February 27, 2022	
Class ZOOM Meeting	Monday, February 28, 2022	
Professional Interview#2 Submitted	Tuesday, March 1, 2022	
Submit Evidence of Supervision of Facilities & Personnel	Thursday, March 10, 2022	
Discussion Board #2	Opens 3/16 Closes 3/23	
Submit Analysis Paper	Friday, March 25, 2022	
Submit Internship Log February 27 - March 26	Sunday, March 27, 2022	
Submit Evidence of Marketing Outcome	Wednesday, April 6, 2022	
Complete Marketing Flip Grid	Thursday, April 7, 2022	
Discussion Board #3	Opens 4/13 Closes 4/ 19	
Submit Reflection Paper	Thursday, April 28, 2022	
Submit D2L Portfolio	Saturday, April 30, 2022	
Site Supervisor Final Evaluation	Tuesday, May 3, 2022	
Submit Self Evaluation #2	Tuesday, May 3, 2022	

Please be sure that your site supervisor emails the completed Site Supervisor Evaluation to me by Wednesday, May 6th at 5:00PM. It is your responsibility to get a copy of the form to them.

My email is sandra.shawver@msutexas.edu

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