



Internship Program Deadlines Summer 2018

(Note: All summer internships are registered for Summer IV term)

Tues., May 29	<p>First Eligible Work Day for Summer 2018 Internships! The summer dates to earn hours for credit are: May 29 – August 18, 2018.</p>												
Mon., June 11	<p>Last day to drop courses without record of enrollment or add INTP 290 or 490 Placeholder Credits</p>												
Mon., June 25 By 5:00pm	<p>Final Date to Register for Summer 2018 Internships without a petition.</p>												
Ongoing	<p>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.</p>												
Now!	<p>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.</p>												
Tues., July 24	<p>Final Date to Withdraw from Courses AND Final Date to Change Credits 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 increments are:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Credits / Hours</th> <th>Credits / Hours</th> <th>Credits / Hours</th> <th>Credits / Hours</th> <th>Credits / Hours</th> <th>Credits / Hours</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0.5 = 20</td> <td style="text-align: center;">1 = 40</td> <td style="text-align: center;">1.5 = 60</td> <td style="text-align: center;">2 = 80</td> <td style="text-align: center;">2.5 = 100</td> <td style="text-align: center;">3 = 120</td> </tr> </tbody> </table> <p>Email your changes to internships@chapman.edu.</p>	Credits / Hours	Credits / Hours	Credits / Hours	Credits / Hours	Credits / Hours	Credits / Hours	0.5 = 20	1 = 40	1.5 = 60	2 = 80	2.5 = 100	3 = 120
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Fri., July 27	<p>Final Date to Petition for Summer 2018 Internship Credit</p>												
Mon., July 30	<p>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.</p> <p>Interns: It is your responsibility to make sure the Site Supervisor received their form. Contact internships@chapman.edu if the evaluation has not arrived by Friday, August 3.</p>												
Fri., August 17	<p>Performance Evaluation Submission Deadline Interns: Instructions for the return of this form are included in the email to your Site Supervisor. It is <i>your responsibility</i> to make sure your Site Supervisor completes and submits the Performance Evaluation by Friday, August 17.</p> <p>If the person who should receive your Performance Evaluation is not the designated Site Supervisor on your Internship Site Approval Form, please email internships@chapman.edu to report the new supervisor's full name, title, email address and the reason for the change.</p>												
Sat., August 18	<p>Timesheet Submission Deadline, Academic Assignments Due, Last Day to Earn Internship Hours AND Exit Survey Deadline The last day to earn internship hours for credit and submit your academic assignments, timesheets and student Exit Survey is Saturday, August 18.</p> <p>A copy of your Chapman University Internship Timesheet, signed by your supervisor, must be uploaded to the internship portal no later than Saturday, August 18, 2018 to earn credit. Download the timesheet template at: https://www.chapman.edu/campus-services/career-professional-development/_files/internship-timesheet.pdf</p> <p>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.</p>												
Shine!	<p>Intern Spotlights Send us photos of you on the job! Email pictures and success stories to careerconnection@chapman.edu.</p>												