**Timeline for the HAPP 470 Internship Process**

**For Those Students Interested in Enrolling in the Spring Semester:**

**Late September/Early October:** The Internship Coordinator meets with interested rising seniors and seniors who are planning to enroll in HAPP 470 in the Spring semester via posted Internship Orientation sessions. During these sessions, students learn the steps in the enrollment process, receive instructions, and learn about the requirements of the internship course. Attendance at one of the sessions is required..

**October:** Students complete their Student Information Sheet, resume, and letter of introduction for HAPP 470.

**October 15** : Student materials are due. Failure to submit the materials by the due date will delay enrollment in HAPP 470.

**Late October:** Student documents are reviewed to determine eligibility for enrollment into HAPP 470.

**Late October/Early November:** Students meet individually with the Internship Coordinator to review their materials, discuss interests and learning needs, and identify possible internship sites. Student interests will be considered and there will be a significant attempt to connect students with desired and appropriate settings.

**November/December:** Students are provided with suggestions to potential internship sites.

* Students receive a referral letter via email.  The letter asks students to arrange an interview with prospective preceptors.
* Prospective preceptors are simultaneously sent letters via email informing them of the student(s) being referred.  The preceptor is also sent a copy of the potential student’s resume, the student’s letter of introduction, and an Internship Agreement form.
* Interviews occur to provide students and preceptors the opportu­ni­ty to meet, discuss the kinds of assignments and learning experiences offered by the agency, and to clarify expectations.
* After the interview, the prospective preceptor completes theInternship Agreement form or emails the Internship Coordinator to indicate whether or not they have accepted the student.  Students are also encouraged to contact the Internship Coordinator after the inter­view if they have any problems or reser­vations regarding their assigned internship site. The Internship Coordinator may also request that the preceptor, as a representative of the internship site, completes the Internship Contract.
* All internships are required to be 208 hours and to be in accordance with start and end of semester dates.

**January:** Students finalize any loose ends in preparation for the beginning of the semester and the start of the internship.

Students who choose to enroll in HAPP 470 during the Summer and Fall sessions should adhere to the dates provided on the chart below.

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| **Task** | **Summer** | **Fall** |
| Internship Orientation sessions | Late February/Early March | Late February/Early March |
| Students Work on Document Package (SIS, Resume, Letter) | Early March | April |
| Student Materials Due | March 30 | April 15 |
| Review of Materials | Early April | Late April |
| Students Meet with Internship Coordinator | Early-Mid April | Late April/Early May |
| Interviews and Working with Preceptors | April | May |
| Students and Preceptors Finalize the Internship  | May | Summer Months |