

**Tentative 2008-2009
REC 680/690 Internship Calendar and Deadline Dates**

<input checked="" type="checkbox"/>	Procedure	2008 Deadline Dates
<input type="checkbox"/>	Access and review online Internship Policy and Procedural Manual	Tuesday August 26
<input type="checkbox"/>	Sign-up outside HSS 307 for a Get-To-Know-You Connection with Erik Rosegard, Internship Coordinator (405-0911; rosegard@sfsu.edu)	September 2-5; 8-12; 15-16
<input type="checkbox"/>	Intern Placement Orientation meeting for <u>ALL</u> intern candidates (GYM 118 @ 4pm)	Wednesday September 17
<input type="checkbox"/>	Review and explore Department and online Intern Agencies, and discuss potential internship opportunities with Faculty Intern Advisor	Monday September 22 to Wednesday October 8
<input type="checkbox"/>	Meet with Faculty Intern Advisor and bring <i>Intent to Intern</i> (online form A) and all required information listed on form. Note that you will not be able to interview until Faculty Intern Advisor signs <i>Internship Interview Approval</i> (online form E)	Monday September 22 to Wednesday October 8
<input type="checkbox"/>	Last day to submit <i>Intent to Intern</i> (online form A) and <i>Petition to Waive Requirements</i> (online form D)	Wednesday October 8
<input type="checkbox"/>	Interview a minimum of three (3) potential internship sites after receiving Advisor signature on <i>Internship Interview Approval</i> form	Wednesday November 5
<input type="checkbox"/>	After last agency interview, schedule meeting with Faculty Intern Advisor to discuss interviews and potential internship placement sites	Wednesday November 5
<input type="checkbox"/>	Schedule a follow-up meeting with Internship Coordinator to obtain agency site approval. Bring <i>Internship Placement Interview Notes</i> (online form F) and <i>Internship Placement Request</i> (online form G)	Friday November 14
<input type="checkbox"/>	Last day to submit <i>Internship Placement Request</i> (online form G)	Friday November 21
<input type="checkbox"/>	Download, sign, and submit three (3) copies of <i>Internship Contract</i> (online form H) to Internship Coordinator	Wednesday December 3
<input type="checkbox"/>	Confirmation letter/contracts mailed to agency by RLS Department	Friday December 19
<input checked="" type="checkbox"/>	Procedure	2009 Deadline Dates
<input type="checkbox"/>	Contracts due back from Agency (Follow up by Dept.)	Wednesday January 7, 2009
<input type="checkbox"/>	Internship Orientation meeting - <u>All Interns Must Attend</u>	Friday January 30
<input type="checkbox"/>	Intern Seminar, Full Day (REC 660 - required for RPT Majors only)	Mon-Fri February 2-6
<input type="checkbox"/>	First day internship can begin	Monday February 9
<input type="checkbox"/>	Spring Break (April REC 660 – April 13, 14, 16 – Full Day)	Mon-Fri March 23-27
<input type="checkbox"/>	Intern Seminar (REC 660 - required for RPT Majors only)	Mon-Fri May 11-15
<input type="checkbox"/>	Internship Ends	Friday May 8
<input type="checkbox"/>	Tentative RPT Department Reception	Friday May 22, 2009

Failure to comply with procedures and deadlines will jeopardize your internship.