

Appendix B:

Internship Placement Checklist and Recommended Timeline

- Attend the mandatory informational meeting or met one-on-one with Internship Coordinator (Invitation to meeting will come via email)
- Signed PEP 458 Internship Contract
- Turned in internship application and degree audit to Internship Coordinator
 - **No later than week 4**
- Completed the “MOVE THE BOX” requirement:
<https://forms.brockport.edu/view.php?id=2345173>
- Narrowed down geographical location in which I would like to intern and have done some research about what sites might be a good fit for me
 - **No later than week 5**
- Asked Internship Coordinator for contact information for the sites I am interested in
 - **No later than week 6**
- Spoken with Internship Coordinator (in person or via email) about which sites I have contacted and where I am in the placement process
 - **No later than week 9**
- Followed up with the sites I have contacted and set up interviews
 - **No later than week 10**
- Confirmed placement and notified Internship Coordinator where I will be interning
 - **No later than end of semester**
- Checked with Financial Aid about tuition for internship semester
 - **The sooner the better**
- Obtained permission code from Internship Coordinator and registered for PEP 458
 - **No later than end of semester**