

**Agenda for Summer/Fall 2023 Pre-Internship Meeting –
Thursday, January 26, 2023 at 1:40pm in FC 210:**

--Sign-in sheet

-- For those who did not send via email: Submit completed applications (*1st page Front/Back ONLY!!*) & copies of CPR/AED certifications

- CPR/AED certifications must be valid throughout the internship (through August for summer internships or through December for fall internships)
 - Visit <https://cpr.heart.org/en/> OR www.redcross.org/take-a-class/cpr to find a training near you

--Deadline of **Friday, February 17th** to email me with update of where you are in the process of obtaining your internship

- **Email me and include the following:**
 - specific sites/facilities contacted
 - how you contacted them (*email, phone, in person, etc.*)
 - the name(s) of individuals with whom you specifically corresponded

--The process of applying to sites

- See “Approved Sites” document on the Internship webpage (<https://uca.edu/exss/internship/>)
- Between now and February 17th, contact sites with which you would like to complete your internship.
 - Call, email, visit the site (*multiple times if necessary*) – do not send one email and expect a quick response. **Follow-up is ESSENTIAL!**
- You may be asked to submit cover letters/resumes to site supervisors (*so have them polished and ready to go*)
- If you have questions/concerns or need help/guidance, you must email me **prior to** February 17th so there will be time for me to assist you before the deadline

--Process of getting a new site approved (and obtaining contract agreements)

- See “Site Approval Process” document on Internship webpage (<https://uca.edu/exss/internship/>)
- Submit the required info **via email** on or before **Wednesday, March 1st** - it takes time to get the site approved and the new contract secured

--**Internship Agreement** form is required once you are accepted for an internship and is due to me on or before Monday, April 3rd (to be completed/signed with your site supervisor)

- The Agreement form is available on the Internship webpage (<https://uca.edu/exss/internship/>)
- All internship placements and required documents should be finalized and submitted to me via email on or before **Monday, April 3rd** or you may be required to wait until the next semester to complete your internship

--Add my cell phone number and email address to your contacts

- (501) 730-3696
- emartinez@uca.edu

--SUMMER/FALL 2023 Internship Deadlines:

- **Friday, February 17th**

- Deadline to email me with update of where you are in the process of obtaining your internship

- **Wednesday, March 1st**

- Deadline to submit report for approval of a new internship site

- **Monday, April 3rd**

- Deadline to submit all remaining internship documents (Internship Application, Internship Agreement form, and/or copy of CPR/AED certification)
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- **Friday, June 2nd @ 11am in Farris Center 210**

- Meeting for **SUMMER 2023** Interns to review course requirements, assignments, etc.
- Internships **may not** begin prior to Monday, June 5th

- **Monday, August 21st @ 11am in Farris Center 210**

- Meeting for **FALL 2023** Interns to review course requirements, assignments, etc.
- Internships **may not** begin prior to Monday, August 21st