

Agenda for Spring 2025 Pre-Internship Meeting – Thursday, September 5, 2024 at 1:40pm in FC 210:

--Sign-in sheet

-- Completed **Internship Applications** should be submitted electronically to **emartinez@uca.edu**

--Deadline of **Friday, September 27th** to email me with an 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 September 27th, contact sites at 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** September 27th so there will be time for me to assist you before the deadline

--The Process of **Getting a New Site Approved** (*and obtaining contract agreements with a new site*)

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

--An **Internship Agreement form** is required once you are accepted for an internship and is due to me on or before **Monday, November 25th** (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 agreement forms should be finalized and submitted to me via email on or before Monday, November 25th or you may be required to wait until the following semester to complete your internship

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

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

--Spring 2025 Internship Deadlines/Important Dates:

- **Friday, September 27th**
 - Deadline to email me with update of where you are in the process of obtaining your internship
 - **Tuesday, October 1st**
 - Deadline to submit report for approval of a new internship site
 - **Monday, November 25th**
 - Deadline to submit completed Internship Agreement
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- **Monday, January 6th @ 11am in Farris Center 210**
 - Meeting for **Spring 2025** Interns to review course requirements, assignments, etc.
 - Internships ***may not*** begin prior to Monday, January 6th