

**Agenda for Summer/Fall 2026 Pre-Internship Meeting –**  
**Thursday, January 22, 2026 at 1:40pm in FC 210:**

--Sign-in sheet

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

--Deadline of **Friday, February 13<sup>th</sup>** 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 Feb. 13<sup>th</sup>, 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** Feb. 13<sup>th</sup> 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 **Monday, March 2<sup>nd</sup>** - 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 **Friday, April 17<sup>th</sup>** (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 Friday, April 17<sup>th</sup>** 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](mailto:emartinez@uca.edu)

**-- Summer/Fall 2026 Internship Deadlines/Important Dates:**

• **Friday, February 13<sup>th</sup>**

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

• **Monday, March 2<sup>nd</sup>**

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

• **Friday, April 17<sup>th</sup>**

- Deadline to submit completed Internship Agreement
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• **Friday, May 29<sup>th</sup> @ 11am in Farris Center 210**

- Meeting for **Summer 2026** Interns to review course requirements, assignments, etc.
  - Internships ***may not*** begin prior to Monday, June 1<sup>st</sup>
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• **Monday, August 17<sup>th</sup> @ 11am in Farris Center 210**

- Meeting for **Fall 2026** Interns to review course requirements, assignments, etc.
- Internships ***may not*** begin prior to Monday, August 17<sup>th</sup>