Internship and Co-op Program Timeline

Internship and Co-op positions should be secured and Experiential Learning Applications should be submitted the semester/term BEFORE you want to earn credit during the “advanced registration” periods. See dates in green section.

<table>
<thead>
<tr>
<th>SEMESTER / TERM</th>
<th>THE FOLLOWING STEPS MUST BE COMPLETED BY THE DATES BELOW TO GET REGISTERED FOR CREDIT.</th>
<th>LATE DEADLINES FOR POSITION VERIFICATION FORM (Submitted by Site Supervisor)</th>
<th>LATE EXPERIENTIAL LEARNING APPLICATION DEADLINES</th>
<th>ONLINE LEARNING AGREEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>Secure an INTERNSHIP OR CO-OP POSITION</td>
<td>All academic internships and co-ops MUST be reviewed, verified, and approved by Tina Cooper, Site Coordinator for Experiential Learning, before being brought to your Faculty Sponsor with your application.</td>
<td>Experiential Learning Applications will NOT be accepted after these dates.</td>
<td>Students will receive an email with instructions on completing the online learning agreement once they are registered for credit.</td>
</tr>
<tr>
<td>Winter 2020</td>
<td>Site Supervisor must complete a Center for Experiential Learning POSITION VERIFICATION FORM</td>
<td>Positions and all required signatures MUST be secured and submitted by the dates below.</td>
<td>Experiential Learning Agreement workflow must be completed by the student and then approved by the Faculty Sponsor and Site Supervisor.</td>
<td></td>
</tr>
<tr>
<td>Spring 2020</td>
<td>Submit Completed EXPERIENTIAL LEARNING APPLICATION (WITH copy of Experiential Learning Verified Position Description) to get registered during advanced registration the semester prior to experience*</td>
<td></td>
<td></td>
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<tr>
<td>Summer 2020</td>
<td></td>
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</tbody>
</table>

*Human Development and Wellness Management majors should check for departmental deadlines for internship registration.

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**ONLINE LEARNING AGREEMENT**

**Students will receive an email with instructions on completing the online learning agreement once they are registered for credit.**

**Experiential Learning Agreement workflow must be completed by the student and then approved by the Faculty Sponsor and Site Supervisor.**

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**Fall 2019 Semester**

Advanced registration for Fall takes place during the previous Spring Semester: **Ends April 29**

**Late Deadlines:**

- **August 29**
- **September 5**

**Winter 2020 Term**

Advanced registration for Winter takes place during the previous Fall Semester: **Ends November 29**

**Late Deadlines:**

- **December 20**
- **January 2**

**Spring 2020 Semester**

Advanced registration for Spring takes place during the previous Fall Semester: **Ends November 29** (Due to Thanksgiving Break)

**Late Deadlines:**

- **January 28**
- **February 5**

**Summer 2020 Term**

Advanced registration for Summer takes place during the previous Spring Semester: **Ends April 27**

**Late Deadlines:**

- **June 24**
- **July 1**