

HDV SENIORS

Planning for the HDV 400/HDV 403 Capstone Courses?



FIND YOUR SPRING '20 INTERNSHIP PLACEMENTS NOW



- EXCEL must approve HDV 403 internship placements before students register for HDV 400, HDV 40L, and HDV 403.
- Advanced registration begins November 4 and seats are filled on a first-come-first-served basis, only after EXCEL's approval. EXCEL'S advanced registration ends Nov.29.
- See the HDV Majors group on Blackboard, the department website, or visit EXCEL for more information.

Brief Checklist for Capstone Registration

1. Find your internship for fall 2019 Visit EXCEL (145 Marano Campus Center) for an Experiential Application and Instruction packet or print packet from here [EXPERIENTIAL LEARNING APPLICATION](#)
2. Ask your internship site supervisor to complete the Academic Internship/Co-op Verification Form. [POSITION VERIFICATION FORM](#)
3. Wait for email approval from tina.cooper@oswego.edu (up to 5 BUSINESS days).
4. Complete the EXCEL paper application (link above in #1).
5. Get your academic advisor's signature on the completed paper application.
6. Get your HDV capstone instructor's signature on the completed paper application.
 - Bring along a copy of your emailed approval (from #3).
 - Discuss your learning objectives with your instructor.
7. Submit the completed, signed paper application to EXCEL before the November 29 deadline
 - Indicate your choice of capstone class on the application.
 - Check your Oswego email account daily and respond to EXCEL emails.

When your application is finalized, EXCEL (excel@oswego.edu) will email you directions to register and to complete your online Learning Agreement.

What does this mean for students?

You do not have a guaranteed seat in the capstone until the process is complete.

Get your internship placements in advance.

