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.