

## HDV Seniors Planning to take Capstone Courses in Fall 2019

### SET UP YOUR INTERNSHIP PLACEMENTS FOR FALL 2019 NOW

- EXCEL now manages HDV internships and you must have an approved internship placement before registering for **HDV 400, HDV 40L, and HDV 403** for fall 2019.
- Preregistration begins April 1 and seats are filled on a first-come-first-served basis, only after fall 2019 internships are approved. Advanced registration ends April 29.

Class	Dr. Brown	Dr. Harris
HDV 400 Lecture	MW 840-1005	TR 1110-1230
HDV 400 Lab	F 805-1005	R 1350-1550
HDV 403 Field Placement	W 1240-1335	F 1245-1405

### Checklist for the Internship Process

- \_\_\_ 1. Find your internship for fall 2019 (see links on the attached EXCEL document). Visit EXCEL (145 Marano Campus Center) for an Experiential Application and Instruction packet or print packet from here [EXPERIENTIAL LEARNING APPLICATION](#)
- \_\_\_ 2. Have your site supervisor complete the online Academic Internship/Co-op Verification Form. [POSITION VERIFICATION FORM](#)
- \_\_\_ 3. Wait for approval in a verification email from tina.cooper@oswego.edu (up to 5 BUSINESS days).
- \_\_\_ 4. Complete the EXCEL paper application.
- \_\_\_ 5. Get your academic advisor's signature on the paper application. Meet with your HDV capstone instructor and bring a copy of your approval (from #3)
  - discuss and get instructions for your learning objectives
  - get the instructor's signature to let you into the classes
- \_\_\_ 6. Submit the completed, signed paper application to EXCEL before the April 29 deadline (indicate your choice of capstone class (19 seats in each will be awarded on a first come first serve basis). Check your Oswego email account daily and respond to EXCEL emails.
- \_\_\_ 7. When your application is finalized, EXCEL ([excel@oswego.edu](mailto:excel@oswego.edu)) will email you to register yourself and complete your online Learning Agreement.

#### What does this mean for students?

You do not have a guaranteed seat in the HDV capstone classes until Step 7 is complete.

**Get your internship placements in advance.**