



## **Internship (3 or 5 Months) DUE DATES FOR FORMS**

*** Internship Learning Contract	To be completed within the first/second week by Intern and Mentor.
** Intern's First Assessment	To be completed 1 month into the Internship.
** Intern's Mid-Point Assessment	To be mailed at the mid-point (for example a 3 month internship turn in at 6 weeks) of the Internship.
* Mentor's Mid-Point Assessment	To be completed at the mid-point (for example a 3 month internship turn in at 6 weeks) of the Internship.
** Intern's Final Assessment -	To be completed at the end of the Internship
* Mentor's Final Assessment -	To be completed at the end of the Internship

Each Intern is debriefed by the Director of Field Education. **This debriefing interview is the final step to finishing the internship.** Once the intern has debriefed the Director sends final approval and grade to the Registrar's Office and the internship is complete. **It is the Interns responsibility to make sure this interview takes place.**

\* To be completed by the Mentor

\*\* To be completed by the Intern

\*\*\* To be completed by Intern and Mentor jointly



## **Internship (6 -12 Months) DUE DATES FOR FORMS**

*** Internship Learning Contract	To be completed within the first/second week by Intern & Mentor
** Intern's First Assessment	To be completed 2 months into the Internship.
** Intern's Mid-Point Assessment	To be completed at the mid point (3-6 months) of the Internship.
* Mentor's Mid-Point Assessment	To be completed at the mid point (3-6 months) of the Internship.
** Intern's Final Assessment	To be completed at the end of the Internship
* Mentor's Final Assessment	To be completed at the end of the Internship

Each Intern is debriefed by the Director of Field Education. **This debriefing interview is the final step to finishing the internship.** Once the intern has debriefed the Director sends final approval and grade to the Registrar's Office and the internship is complete. **It is the Interns responsibility to make sure this interview takes place.**

- \* To be completed by the Mentor
- \*\* To be completed by the Intern
- \*\*\* To be completed by Intern and Mentor jointly