

2016-2017 Internship Timeline/Checklist DURHAM campus

Use this list to check your progress as you move through the internship application process. Please contact the following individuals with any questions:

Shannan Douglas, Office of Field Experiences, shannan.douglas@unh.edu

Shay Cassily, Director of Field Experiences, shaleen.cassily@unh.edu

Elementary & Special Education

DUE DATES

- | | |
|--|-----------------------|
| <input type="checkbox"/> Complete Intent-to-Intern Form
<i>Forms are available at www.coli.unh.edu/education
 Submit via e-mail to shannan.douglas@unh.edu</i> | October 1, 2015 |
| <input type="checkbox"/> Attend Prospective Intern Orientation Meeting
<i>UNH Durham Campus, MUB, Theatre II, 2:30-4:00 p.m.</i> | October 30, 2015 |
| <input type="checkbox"/> Complete the Internship Preference Form and the Photo Resume
<i>Internship Preference Forms will be provided to orientation attendees.
 Photo Resume template is available at http://coli.unh.edu/education/forms.
 Submit via e-mail to shannan.douglas@unh.edu</i> | November 13, 2015 |
| <p><i>**Interns who select a partnership school will be notified of the cluster assignment in late November.**</i></p> | |
| <input type="checkbox"/> Attend Partnership School Breakfasts
<i>January 21st Maple Wood Elementary, 7:45-10:00 a.m.
 or Epping Elementary, 7:45-10:00 a.m.
 or Mast Way Elementary, 7:45-10:00 a.m.
 January 22nd Moharimet Elementary, 7:30-10:00 a.m.
 or Woodman Park Elementary, 8:30-10:30 a.m.
 or Swasey Elementary, 8:00-11:00 a.m.
 or Deerfield Community School, 7:30-10:45 a.m.
 January 29th East Kingston Elementary, 7:30-11:00 a.m.</i> | January 2016 |
| <input type="checkbox"/> Visit and observe possible internship sites
<i>in consultation with Director of Field Experiences</i> | February & March 2016 |
| <input type="checkbox"/> Complete and submit the Placement Form
<i>submit form to the Field Experiences Office, Morrill Hall 107</i> | April 6, 2016 |
| <input type="checkbox"/> Receive notice of Cooperating Teacher/Intern match | April 21, 2016 |
| <input type="checkbox"/> Obtain all required signatures on contract
<i>submit hard copy with original signatures to the Field Experiences Office, Morrill Hall 107</i> | May 6, 2016 |