



## UNH Manchester 2016-2017 Internship Timeline/Checklist

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

**Scott Branscomb**, Graduate Assistant for the Education Department  
[Scott.branscomb@unh.edu](mailto:Scott.branscomb@unh.edu)

**Maryann Minard**, Director Field Experiences in Teaching/Manchester  
[Maryann.minard@unh.edu](mailto:Maryann.minard@unh.edu)

**Donna Laferriere**, Administrative Assistant for the Education Department  
[Donna.laferriere@unh.edu](mailto:Donna.laferriere@unh.edu)

All required forms should be submitted to Scott Branscomb, Pandora 121 or via email

- |                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | Complete and submit Intent-to-Intern Form  | <b>Thur. Oct. 1, 2015</b>                   |
| <input type="checkbox"/> | Attend Prospective Intern Orientation Meeting  | <b>Wed. Oct. 28, 2015</b>                   |
| <input type="checkbox"/> | Complete and submit Preference Form and Photo Resume<br>(Submit via email to <a href="mailto:scott.branscomb@unh.edu">scott.branscomb@unh.edu</a> )  | <b>Wed. Nov. 18, 2015</b>                   |
| <input type="checkbox"/> | Attend Manchester Partnership School Breakfast   | <b>Wed. Feb. 3, 2016<br/>(Location TBD)</b> |
| <input type="checkbox"/> | Visit and observe possible internship sites<br>(Select 2 to 3 schools to visit.)   | <b>Feb./Mar. 2016</b>                       |
| <input type="checkbox"/> | Complete and submit Preference Form<br>(Interns select three cooperating teachers from at least two schools that they would like to work with; Cooperating teachers complete a preference form indicating which interns, if any, they want to mentor.) | <b>by April 6, 2016</b>                     |
| <input type="checkbox"/> | Receive notice of Cooperating Teacher/Intern match<br>(Placements finalized, and notifications made to Cooperating Teachers, Interns, and School Representatives by UNHM Field experiences personnel.)   | <b>April 21, 2016</b>                       |
| <input type="checkbox"/> | Obtain all required signatures on contract for internship placement and return hard copy to Scott Branscomb in Pandora, Room 121, UNH  | <b>May 6, 2016</b>                          |