



## 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](mailto:shannan.douglas@unh.edu)

**Shay Cassily**, Director of Field Experiences, [shaleen.cassily@unh.edu](mailto:shaleen.cassily@unh.edu)

### Secondary Interns

### DUE DATE

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> Complete <b>Intent-to-Intern Form</b><br><i>Forms are available at <a href="http://www.cola.unh.edu/education">www.cola.unh.edu/education</a><br/>Submit via e-mail to <a href="mailto:shannan.douglas@unh.edu">shannan.douglas@unh.edu</a></i>  | <b>October 1, 2015</b>           |
| <input type="checkbox"/> Attend Prospective Intern Orientation Meeting<br><i>UNH Durham Campus, MUB, Theatre II, 2:30-4:00 p.m.</i>   | <b>October 30, 2015</b>          |
| <input type="checkbox"/> Complete the <b>Internship Preference Form</b> and the <b>Photo Resume</b><br><i>Internship Preference Forms will be provided to orientation attendees.<br/>Photo Resume template is available at <a href="http://cola.unh.edu/education/forms">http://cola.unh.edu/education/forms</a>.<br/>Submit via e-mail to <a href="mailto:shannan.douglas@unh.edu">shannan.douglas@unh.edu</a></i> | <b>November 13, 2015</b>         |
| <input type="checkbox"/> Attend Secondary Intern Orientation Meeting<br><i>End of January at the Elliott Alumni Center, TBD Room, 12:40-2:00 p.m.</i>   | <b>End of January 2016</b>       |
| <input type="checkbox"/> Visit and observe possible internship sites<br><i>in consultation with Director of Field Experiences</i>   | <b>February &amp; March 2016</b> |

### **Secondary Partnership Schools:**

Cooperative Middle School, Stratham  
Oyster River Middle School, Durham  
Exeter High School, Exeter  
Portsmouth High School, Portsmouth  
Winnacunnet High School, Hampton

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|---|-----------------------|
| <input type="checkbox"/> Complete and submit the <b>Placement Form</b><br><i>submit form to the Field Experiences Office, Morrill Hall 107</i>                            | <b>April 6, 2016</b>  |
| <input type="checkbox"/> Receive notice of Cooperating Teacher/Intern match   | <b>April 21, 2016</b> |
| <input type="checkbox"/> Obtain all required signatures on contract<br><i>submit hard copy with original signatures to the Field Experiences Office, Morrill Hall 107</i> | <b>May 6, 2016</b>    |