

CTE Internship Due Dates – Fall 2024 Semester

Date	Task(s)
Thursday, August 1	Classes Begin
Friday, August 9	<ul style="list-style-type: none"> ○ Employability Skills/Linked-IN Update Modules Due
Friday, August 16	<ul style="list-style-type: none"> ○ Week #1 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, August 23	<ul style="list-style-type: none"> ○ Week #2 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Training Agreement ○ Training Plan
Friday, August 30	<ul style="list-style-type: none"> ○ Week #3 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Reflection #1 (on Canvas) ○ Scheduling of Quarterly Evaluation Visit (student responsibility to schedule)
Friday, September 6	<ul style="list-style-type: none"> ○ Week #4 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, September 13	<ul style="list-style-type: none"> ○ Week #5 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Reflection #2 (on Canvas)
Friday, September 20	<ul style="list-style-type: none"> ○ Week #6 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, September 27	<ul style="list-style-type: none"> ○ Week #7 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Completion of Quarterly Evaluation Visit (student, employer, & coordinator) ○ Quarterly Hours Verification ○ Quarterly Training Plan Update ○ Quarterly Evaluation Report
Friday, October 4	<ul style="list-style-type: none"> ○ Week #8 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Reflection #3 (on Canvas)
Friday, October 18	<ul style="list-style-type: none"> ○ Week #9 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, October 25	<ul style="list-style-type: none"> ○ Week #10 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)) ○ Reflection #4 (on Canvas)
Friday, November 1	<ul style="list-style-type: none"> ○ Week #11 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Scheduling of Quarterly Evaluation Visit (student responsibility to schedule)
Friday, November 8	<ul style="list-style-type: none"> ○ Week #12 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Reflection #5 (on Canvas)
Friday, November 15	<ul style="list-style-type: none"> ○ Week #13 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, November 22	<ul style="list-style-type: none"> ○ Week #14 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Reflection #6 (on Canvas)
Friday, December 6	<ul style="list-style-type: none"> ○ Week #15 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, December 13	<ul style="list-style-type: none"> ○ Completion of Quarterly Evaluation Visit (student, employer, & coordinator) ○ Quarterly Hours Verification ○ Quarterly Training Plan Update ○ Quarterly Evaluation Report
Friday, December 20	<ul style="list-style-type: none"> ○ Major Clarity Resume Builder and Cover Letter