# CTE Internship Due Dates – Fall 2023 Semester

| Date | Task(s) |
|---|---|
| **Monday. July 31** | **Classes Begin** |
| Friday, August 4 | o Employability Skills/Linked-IN Update Modules Due |
| Friday, August 11 | o Week #1 Hours Activity Report (on Canvas) |
| Friday, August 18 | o Week #2 Hours Activity Report (on Canvas)<br>o **Training Agreement**<br>o **Training Plan** |
| Friday, August 25 | o Week #3 Hours Activity Report (on Canvas)<br>o Reflection #1 (on Canvas)<br>o **Scheduling of Quarterly Evaluation Visit (student responsibility to schedule)** |
| Friday, September 1 | o Week #4 Hours Activity Report (on Canvas) |
| Friday, September 8 | o Week #5 Hours Activity Report (on Canvas)<br>o Reflection #2 (on Canvas) |
| Friday, September 15 | o Week #6 Hours Activity Report (on Canvas) |
| Friday, September 22 | o Week #7 Hours Activity Report (on Canvas)<br>o **Completion of Quarterly Evaluation Visit (student, employer, & coordinator)**<br>o **Quarterly Hours Verification**<br>o **Quarterly Training Plan Update**<br>o **Quarterly Evaluation Report** |
| Friday, September 29 | o Week #8 Hours Activity Report (on Canvas)<br>o Reflection #3 (on Canvas) |
| Friday, October 6 | o Week #9 Hours Activity Report (on Canvas) |
| Friday, October 13 | o Week #10 Hours Activity Report (on Canvas)<br>o Reflection #4 (on Canvas) |
| Friday, October 20 | o Week #11 Hours Activity Report (on Canvas)<br>o **Scheduling of Quarterly Evaluation Visit (student responsibility to schedule)** |
| Friday, October 27 | o Week #12 Hours Activity Report (on Canvas)<br>o Reflection #5 (on Canvas) |
| Friday, November 3 | o Week #13 Hours Activity Report (on Canvas) |
| Friday, November 10 | o Week #14 Hours Activity Report (on Canvas)<br>o Reflection #6 (on Canvas) |
| Friday, November 17 | o Week #15 Hours Activity Report (on Canvas) |
| Friday, December 1 | o **Completion of Quarterly Evaluation Visit (student, employer, & coordinator)**<br>o **Quarterly Hours Verification**<br>o **Quarterly Training Plan Update**<br>o **Quarterly Evaluation Report** |
| Friday, December 8 | o Major Clarity Resume Builder and Cover Letter |