

CTE Internship Due Dates – Fall 2025 Semester

Date	Task(s)
Thursday, July 31	Classes Begin
Friday, August 8	<ul style="list-style-type: none"> ○ Employability Skills/Linked-IN Update Modules Due
Friday, August 15	<ul style="list-style-type: none"> ○ Week #1 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, August 22	<ul style="list-style-type: none"> ○ Week #2 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Training Agreement ○ Training Plan
Friday, August 29	<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 5	<ul style="list-style-type: none"> ○ Week #4 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, September 12	<ul style="list-style-type: none"> ○ Week #5 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Reflection #2 (on Canvas)
Friday, September 19	<ul style="list-style-type: none"> ○ Week #6 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, September 26	<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 10	<ul style="list-style-type: none"> ○ Week #8 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Reflection #3 (on Canvas)
Friday, October 17	<ul style="list-style-type: none"> ○ Week #9 Hours Activity Report (on Major Clarity – Work Based Learning Tracker))
Friday, October 24	<ul style="list-style-type: none"> ○ Week #10 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)) ○ Reflection #4 (on Canvas)
Friday, October 31	<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 7	<ul style="list-style-type: none"> ○ Week #12 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Reflection #5 (on Canvas)
Friday, November 14	<ul style="list-style-type: none"> ○ Week #13 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, November 21	<ul style="list-style-type: none"> ○ Week #14 Hours Activity Report (on Major Clarity – Work Based Learning Tracker) ○ Reflection #6 (on Canvas)
Friday, December 5	<ul style="list-style-type: none"> ○ Week #15 Hours Activity Report (on Major Clarity – Work Based Learning Tracker)
Friday, December 12	<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 19	<ul style="list-style-type: none"> ○ Major Clarity Resume Builder and Cover Letter