CTE Internship Important Dates:

**September-** (10 A-days, 9 B-days) (minimum 17 hours)

It is suggested that you plan to work **at least 2 hours per scheduled internship period** or make arrangements to work during non-school days (i.e. Teacher workdays, spring break, weekends, etc.).

**In order to receive full credit on your monthly timesheet, you should have at least the suggested monthly minimum amount of hours completed.**

If you work the suggested minimum hours each month listed, you will have 136 hours by the end of April. **You need to have at least 135 hours by the end of May to pass this course.**

2/6th- Begin working at Internship Sites

**October-** (10 A-days, 11 B-days) (minimum 19 hours)

6th – Last day to submit September Timesheet and Journal

30th- **Last day to submit** **1st Quarter Supervisor Evaluation**

\*30th- Last day to submit October timesheet and Journal

**November-** (9 A-days, 9 B-days) (minimum 17 hours)

**December-** (8 A-days, 7 B-days) (minimum 13 hours)

1st- Last day to submit November Timesheet and Journal

**January-** (10 A-days, 10 B-days) (minimum 19 hours)

5th – Last day to submit December Timesheet and Journal

**1st Quarter Grades:**

-September Journal & Timesheet

-October Journal & Timesheet

-1st Q. Supervisor Intern Evaluation

**2nd Quarter Grades:**

-November Journal & Timesheet

-December Journal & Timesheet

-2nd Q. Supervisor Intern Evaluation

**3rd Quarter Grades:**

-January Journal & Timesheet

-February Journal & Timesheet

-3rd Q. Supervisor Intern Evaluation

**4th Quarter Grades:**

-March Journal & Timesheet

-April Journal & Timesheet

-May Journal & Timesheet (if applicable)

-4th Q. Supervisor Intern Evaluation

-Resume

**Exam Grade:**

Final Presentation & Portfolio + Honors Enhancement Lessons

19th- **Last day to submit** **2nd Quarter Supervisor Evaluation**

**February**- (9 A-days, 10 B-days) (minimum 17 hours)

2nd – Last day to submit January Timesheet and Journal

**March**- (10 A-days, 10 B-days) (minimum 19 hours)

2nd – Last day to submit February Timesheet and Journal

28th- **Last day to submit** **3rd Quarter Supervisor Evaluation**

**April**- (8 A-days, 8 B-days) (minimum 15 hours)

13th – Last day to submit March Timesheet and Journal

*\*\*Try and finish all hours by end of this month!*

**May-**

*\*\*Use this month to catch up on missed hours, complete*

*your portfolio, and prepare for your final presentation!*

4th- Last day to submit April Timesheet and Journal

4th – Resumes Due

15-25th- Final presentations with Ms. Davis

25th- Last day to submit May timesheet and Journal

31st – **Last day to submit 4th Quarter Supervisor Evaluation**

 **Important Notes:**

- Timesheets and Journals are always due the first week of the

 following month (with the exception of October!)

- The first Friday of the month is the very last day I will accept timesheets and journals. *Please try and*

 *turn in these assignments prior to the due date.*