Note: All Materials should be sent to or dropped off at the Henry Student Union Center, 1st Floor
408-2950, FAX: 570-408-7794 E-mail:interns@wilkes.edu

**Internship Agreement form must be signed and returned to the Coop Office prior to start date.

******** All forms can also be accessed online at www.wilkes.edu/coop ********

Aug 25 (Monday)  Classes Commence - Call internship supervisor and confirm schedule & start date.

Aug 25 - Sept 8  Internships Begin

Sept 8 (Monday)  Weekly Reflection Paper(s) due to Co-op Office. (If working for more than one week you have more than one paper to turn in.


Sept 15 (Monday)  *Learning Objective form due to the Co-op Office

Sept 22 (Monday)  Weekly Reflection Paper due to Co-op Office.

Sept 29 (Monday)  Weekly Reflection Paper due to Co-op Office.

Oct 6 (Monday)  Weekly Reflection Paper due to Co-op Office.


Nov 3 (Monday)  Weekly Reflection Paper due to Co-op Office.

Nov 10 (Monday)  Weekly Reflection Paper due to Co-op Office.

Nov 17 (Monday)  Weekly Reflection Paper due to Co-op Office.

Nov 24 (Monday)  Weekly Reflection Paper due to Co-op Office.

Dec 1 (Monday)  Internship End

----------------------- D-E-A-D-L-I-N-E -----------------------

Exit Interview with Coop Coordinator

*All Final Projects Due at Co-op Office by 5pm on or before this date.
You should bring to meeting:

* Final Evaluation from Site Supervisor
* Any remaining Weekly Reflection papers, Reaction papers and time sheets.
* Exit Survey due.