Summer 2014 Due Dates

**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 ********

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May 19th (Monday)  
Classes Commence - Call internship supervisor and confirm schedule & start date.

May 19th thru 30th  
Internships Begin

June 2nd (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.

*Reaction Paper requirements (if any) to be agreed upon with faculty prior to internship

June 9th (Monday)  
*Weekly Reflection Paper due to Co-op Office.

*Learning Objective form due to the Co-op Office

*Note: A time sheet is due every two weeks

June 16th (Monday)  
*Weekly Reflection Paper due to Co-op Office.

June 23rd (Monday)  
*Weekly Reflection Paper due to Co-op Office.

July 1st  
*Weekly Reflection Paper due to Co-op Office.

*SIGNED PROJECT AGREEMENT FORM DUE to Co-op Office.(If Applicable)

July 7th (Monday)  
*Weekly Reflection Paper due to Co-op Office.

July 14th (Monday)  
*Weekly Reflection Paper due to Co-op Office.

July 21st (Monday)  
*Weekly Reflection Paper due to Co-op Office.

July 28th (Monday)  
*Weekly Reflection Paper due to Co-op Office.

August 4th (Monday)  
*Weekly Reflection Paper due to Co-op Office.

*Give Final Evaluation to Supervisor with a deadline of August 15th

August 11th (Monday)  
Internships End

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.

* Earnings Report, & Exit Survey with Coop office due.