

January Term Checklist 2019-2020

Before Jan Term:

- _____ Attend all scheduled meetings with on-campus Jan Term advisor
- _____ By **Thursday, October 17** -- All internship paperwork is due. Completed internship forms should be turned in starting on the first day of classes in August and no later than Monday, Oct. 15 at 3:45pm.
- _____ **Monday, Nov. 4** -- First paper due to Jan Term advisor by 3:45pm
- _____ **Week of Jan. 6** -- Call or email field advisor to remind him/her that you are excited about your internship and will be reporting for work on Jan. 7.

During Jan Term:

- _____ By **Friday, Jan. 10** -- Contact on-campus Jan Term advisor by phone or email to provide an update on how your internship is progressing.
- _____ Keep an orderly and thorough journal, following submission guidelines established by your on-campus Jan Term advisor.
- _____ Keep an accurate time sheet, *in pen*, with a weekly signature from your field advisor.
- _____ Give field advisor the Field Advisor Evaluation Form to complete and return to you (in a sealed envelope) by your last day of work. Field advisor may also scan and send this document to your on-campus Jan Term advisor.
- _____ Write and mail a personal, hand-written thank you note to your field advisor expressing your appreciation for the time and energy spent supervising your work. Make a copy of this note *before* sending it.

After Jan Term:

- _____ On **Wednesday, Jan. 29** -- Meet with on-campus Jan Term advisor to give oral report. At this meeting, turn in to Jan Term advisor, in a neat folder:
 1. daily journal
 2. second paper
 3. time sheet (completed in ink with appropriate signatures)
 4. field advisor evaluation (unless emailed to advisor)
 5. photocopy of thank you note
- _____ On **Wednesday, Feb. 5** -- Present at Jan Term Sharing Day.