

## INTERNSHIP- Fall 2008 SEMESTER

**\*\*REPORTS MUST BE POSTMARKED NO LATER THAN DATE GIVEN\*\***

**\*\*E-MAILS MUST BE SENT ON OR BEFORE THE ASSIGNED DATE\*\***

Week 1	August 25 – August 29	1 <sup>st</sup> E-mail report	August 29
Week 2	September 1 – September 5	1 <sup>st</sup> Bi-weekly report	September 5
Week 3	September 8 – September 12	2 <sup>nd</sup> E-mail report	September 12
Week 4	September 15 – September 19	2 <sup>nd</sup> Bi-weekly report	September 19
Week 5	September 22 – September 26	3 <sup>rd</sup> E-mail report	September 26
Week 6	September 29 – October 3	3 <sup>rd</sup> Bi-weekly report	October 3
Week 7	October 6 – October 10	4 <sup>th</sup> Email report	October 10
Week 8	October 13 – October 17	Student Midterm Evaluation Agency Midterm Evaluation	October 17 October 17
Week 9	October 20 – October 24	4 <sup>th</sup> Bi-weekly report	October 24
Week 10	October 27 – October 31	5 <sup>th</sup> E-mail report	October 31
Week 11	November 3 – November 7	5 <sup>th</sup> Bi-weekly report	November 7
Week 12	November 10 – November 14	6 <sup>th</sup> E-mail report	November 14
Week 13	November 17 – November 21	6 <sup>th</sup> Bi-weekly report	November 21
Week 14	November 24 – November 28	7 <sup>th</sup> Email report	November 28*
Week 15	December 1 – December 5	7 <sup>th</sup> Bi-weekly report	December 5
Week 16	December 8 – December 12	Agency Final Evaluation Intern Experience Evaluation Intern Exit Questionnaire Alumni Form Contact Log (optional)	December 12 December 12 December 12 December 12 December 12

Weekly e-mail should detail the intern's involvement with special projects, meetings and events attended, and duties performed. The e-mail should discuss how the TRSM program has prepared the intern for the internship. The e-mails should be 2-3 paragraphs.

\*Reminder: Schedule a meeting time with your internship site supervisor for final evaluations by Nov. 28. Some supervisors are busy and may not be available before the deadline for your final evaluation. Your faculty supervisor must receive the final evaluations by Friday, August 8.

Check <http://www.registrar.ufl.edu/commencement/> for information regarding graduation.