

Internship and Co-op Program Timeline

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Internship and Co-op positions should be secured and Experiential Learning Applications should be submitted the semester/term BEFORE you want to earn credit during the “ <i>advanced registration</i> ” periods. See dates in green section.				
SEMESTER / TERM INTERNSHIP OR CO-OP WILL BE COMPLETED	THE FOLLOWING STEPS MUST BE COMPLETED BY THE DATES BELOW TO GET REGISTERED FOR CREDIT.	LATE DEADLINES FOR POSITION VERIFICATION FORM (Submitted by Site Supervisor)	LATE EXPERIENTIAL LEARNING APPLICATION DEADLINES	ONLINE LEARNING AGREEMENT
	<ul style="list-style-type: none"> Secure an INTERNSHIP OR CO-OP POSITION Site Supervisor must complete a Center for Experiential Learning POSITION VERIFICATION FORM Submit Completed EXPERIENTIAL LEARNING APPLICATION (WITH copy of Experiential Learning Verified Position Description) to get registered during advanced registration the semester prior to experience* 	All academic internships and co-ops MUST be reviewed, verified, and approved by Tina Cooper, Site Coordinator for Experiential Learning, before being brought to your Faculty Sponsor with your application.	Positions and all required signatures MUST be secured and submitted by the dates below. Experiential Learning Applications will NOT be accepted after these dates.	Students will receive an email with instructions on completing the online learning agreement once they are registered for credit. Experiential Learning Agreement workflow must be completed by the student and then approved by the Faculty Sponsor and Site Supervisor.
Winter 2019 Term	Advanced registration for Winter takes place during previous Fall Semester: <i>Ends November 30</i>	<i>December 21</i>	<i>January 2</i>	Experiential Learning Agreement must be completed within one week of receiving email with instructions from: excel@oswego.edu
Spring 2019 Semester	Advanced registration for Spring takes place during previous Fall Semester: <i>Ends November 30</i> (Due to Thanksgiving Break)	<i>January 29</i>	<i>February 6</i>	
Summer 2019 Term	Advanced registration for Summer takes place during previous Spring Semester: <i>Ends April 30</i>	<i>June 24</i>	<i>July 1</i>	
Fall 2019 Semester	Advanced registration for Fall takes place during previous Spring Semester: <i>Ends April 26</i>	<i>August 29</i>	<i>September 5</i>	

*Human Development and Wellness Management majors should check for departmental deadlines for internship registration.