



24-25 Senior Internship/Project Timeline

Week of September 23rd & September 30th:

- Communicate with businesses or businesses communicate with students about potential internships (availability, dates, times, job duties, etc.)
- Completed permission slips and agreement forms must be turned in before October 15th.
- Project proposals are due on October 15th if a student has chosen this pathway

Week of October 28th:

- Turn in Tracking Hours Sheet with your manager/host's signature to advisor

Week of November 25th:

- Turn in Tracking Hours Sheet with your manager/host's signature to advisor

Week of December 16th:

- [Workforce](#) Trainings Deadline (InterviewReady, InternshipReady, and CareerReady)
- Sample Job Application Deadline
- LinkedIn Profile Creation Deadline
- Turn in Tracking Hours Sheet with your manager/host's signature to advisor

Week of January 27th:

- Turn in Tracking Hours Sheet with your manager/host's signature to advisor

Week of February 10th:

- All hours should be completed for the internship and signed forms turned in at this time.
- If this has not been completed by February 14th, the student will be required to complete the alternative project. Starting the first day of term 3 (February 17th), those with late arrivals or early releases will no longer have this opportunity. They will be required to stay on campus in an assigned room with a staff member working on their project until the end of the school year.

Weeks of February 3rd & 10th:

- **EARLY GRADUATING** students will complete their presentations

Weeks of April 22nd & 29th:

- Students will complete their presentations