MEETING AND ASSIGNMENT DUE DATES DURING THE FALL AND SPRING SEMESTERS:

- Introduction/discuss site placement & responsibilities TBA
- First Week of the Semester Upload the Student Activity Release Form
- First Week of the Semester Upload signed Verification of Internship Employment Form
- First Week of the Semester Upload Verification of Insurance from Bill Beatty Insurance
- First Week of the Semester Upload Background Check
- First Week of the Semester Upload Record of Immunizations
  - 2 TB skin tests at least 1 week apart
  - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
  - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
  - Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
  - (Hepatitis B Vaccine recommended but not required)
  - Flu vaccine for any Employee/Student between the months of October-March of each year
- Last Day of the Semester
  - Upload logged hours, signature of supervisor indicating that you have completed the required hours, and all required forms in Par IV of the manual.
- Last Day of Finals
  - You should also upload your final project in Blackboard. However, if your final project is very long, you may turn it into the front desk and ask our administrative assistants to put it in my box.