MEETING AND ASSIGNMENT DUE DATES DURING THE LONG SUMMER SESSION

- Introduction/discuss site placement & responsibilities TBA
- First Day of the Semester Upload signed Student Activity Release Form
- First Day of the Semester Upload signed Verification of Internship Employment Form
- First Day of the Semester Upload Verification of Insurance from Bill Beatty
- First Day of the Semester Upload Background Check
- First Day 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 upload your final project in Blackboard. However, if your final project is very long, you may turn it into the front desk and ask them to put it in my box. All other forms must be submitted in Blackboard.

GRADING:

Class if graded P/F or CR
P: Required TTU logged hours uploaded, all required forms and final project submitted
CR: Hours could not be completed during the semester
F: Hours were not completed during the semester or during the time required by the University for a CR to be completed and/ or projects and forms not submitted.

Project Assignments are listed on the following pages (Can also be found in Part V of the internship manual). You are required to do Project 1 in order to receive credit for your first 3 hours of internship experience. You are required to do project 2 to receive your second 3 hours of internship credit. These projects must be uploaded into Blackboard or turned in to the administrative assistants in KSM unless noted otherwise.