TEAM THREE SENIORS
INTERNSHIP PREPARATION CHECKLIST

WHEN	WHAT	WHERE	DONE
September	Investigate dates for taking State of MI Elementary Education examination and subject area minor's test.	134 Erickson Hall for test booklet	
September/ October	See your advisor for graduation clearance. You must meet all requirements for graduation and you must graduate with at least a 2.5 GPA overall and in your major and/or minor(s).	Elementary Majors see an advisor in 134 Erickson Hall. Other majors see advisors in 134 Erickson and in the college of their major.	
October	Apply to graduate if finishing in December.	Registrar - 150 Administration Bldg.	
October	Complete Internship Checklist and return to 134 Erickson Hall by **December 1, 2004.** Complete Internship Preference Form and return to Team 3 Secretary by **December 1, 2004.**	Distributed by Team 3 in your TE 401 section or from the team office, 347 Erickson Hall	
October	Receive guidelines for preparing your resume as part of the internship placement process.	Distributed by Team 3 in your TE 401 section or from the team office in 347 EH or on the Team 3 website	
November	Submit your resume **by November 22, 2004.**	Team coordinator - 347 Erickson Hall	
December	Pick up scholarship information (optional).	134 Erickson Hall	
January	Apply for financial aid (everyone is eligible).	Forms available in Financial Aid Office - Student Services Bldg.	
January	Apply for scholarships (optional).	134 Erickson Hall	
February	Complete forms for Student Affairs Office: 1. Lifelong Education or Graduate School application 2. Felony Conviction Form	134 Erickson Hall	
Feb/March	Apply to graduate if finishing spring/summer.	Registrar - 150 Administration Bldg.	
March/ April	Be sure you have completed the Technology Requirement. It is part of the Criteria for Progression to the Internship. You will not be cleared to intern until the technology requirements are met.	Team 3 Secretary - 347 Erickson Hall	
June/July	Reactivate application to graduate if formerly expected to graduate in spring.	Registrar - 150 Administration Bldg.	