Getting to Your Internship

Time Line Calendar

Step	Date	What - Tasks - Approvals
1	By April 1	• Complete "**Advanced Registration and Information Form**" • This form holds a space for you in Fall Quarter Contextual Education classes.
2	January February	• Read Manual • Journal • Meet with Pastor, Spiritual Director • Review Denominational Requirements
3	March April	• Make a list of possible internship sites • Discuss plans with DCE* • Examine – Field Ed internship sites on STM website
4	**By** **May 15**	• Narrow list of sites to three 3 • Interview all three 3 sites • Approval: Review your progress, get approval to move ahead from DCE * via e-mail, phone or appointment. • Send a "Thank-you" note to those you do not select.
5	**June 15****	• **Deadline for approval of Job Description** • Submit Four (4) Signed Hard Copies of Job Description to DCE* • Course Registration: Do not try to register for the course until you receive your letter of approval from the DCE
6	June or July	• The DCE* will send you **a letter of approval** and signed Job Description. • a letter of welcome and a signed copy of the Job Description will be sent to the On-site Supervisor.
7		• **Register for the Course** following the instructions in your approval letter. • You will not be able to register for the course via the usual method. • Purchase Text books in Seattle University Bookstore
8	September	• Attend the first day of class – consult SU web site for time and location

* DCE - Director of Contextual Education

**The deadline for turning in 4 copies of your job description is June 15, those turning their job descriptions in earlier will have a greater choice in determining which MTI section. Anyone turning in paperwork after June 30th will lose the opportunity to choose a section. Should that happen students will be placed in a section depending on the number of students in a section. There is also a chance that all sections could be full – meaning the student would need to wait until the following year to take MTI.