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**Internship Forsyth Meeting Dates**

*Mandatory meetings (Summative Grade) will be held once a month during the first 15 minutes of each period.*

* *Stop by the beginning of any period that day.*
* *But… Never miss another teacher’s class to attend.*
* *There will also be a virtual option each month as well.*

**August Meeting – Friday, August 20 – All Interns**

**September Meeting**

* WFHS - Tues, September 7
* DHS - Thurs, September 9

**October Meeting**

* WFHS – Tues, October 5
* DHS – Thurs, October 7

**November Meeting**

* WFHS – Tues, November 9
* DHS – Thurs, November 11

**December Meeting**

* WFHS – Tues, December 7
* DHS – Thurs, December 9

**January Meeting**

* WFHS – Tues, January 11
* DHS – Thurs, January 13

**February Meeting**

* WFHS – Tues, February 8
* DHS – Thurs, February 10

**March Meeting**

* WFHS – Tues, March 8
* DHS – Thurs, March 10

**April Meeting**

* WFHS – Tues, April 12
* DHS – Thurs, April 14

**Internship Assignments & Due Dates**

**August Assignments**

Attendance required on August 20 Student Launch Event (S)

Due September 10 Intake Documentation (S)

 Hours Documentation (S)

 Employability Skills Review (F)

**September Assignments**

Due October 8 Internship Photo (F)

 Hours Documentation (S)

 Resume (S)

**October Assignments**

Due November 12 Cover Letter (S)

 Hours Documentation (S)

**November Assignments**

Due December 10 Written Reflection (F)

 Hours Documentation (S)

**December Assignments**

Due January 14 Interview Attire (F)

 Hours Documentation (S)

**January Assignments**

Due February 11 Career Launch – Mock Interview Prep (F)

 Hours Documentation (S)

**February Assignments**

Due March 11 Written Reflection (F)

 Hours Documentation (S)

**March Assignments**

DHS – 2/28-3/4

WFHS – 3/14-3/18 Mock Interview (S)

Due April 15 Written Reflection (F)

 Internship/Mentorship Survey (F)

 Hours Documentation (S)

**April Assignments**

Due May 6 Thank You Note to Internship Supervisor (S)

 Hours Documentation (S)

**May Assignments**

Due May 6 Hours Documentation (S)