

2-8-2011

College of Education Internship Committee Meeting : 2011 : 02 : 08

University of South Florida St. Petersburg. College of Education. Internship Committee.

Follow this and additional works at: https://scholarcommons.usf.edu/coe_adhoc_occasional_committees

Scholar Commons Citation

University of South Florida St. Petersburg. College of Education. Internship Committee., "College of Education Internship Committee Meeting : 2011 : 02 : 08" (2011). *College of Education: Ad Hoc and Occasional Committees*. 20.

https://scholarcommons.usf.edu/coe_adhoc_occasional_committees/20

This Other is brought to you for free and open access by the College of Education: Committees at Scholar Commons. It has been accepted for inclusion in College of Education: Ad Hoc and Occasional Committees by an authorized administrator of Scholar Commons. For more information, please contact scholarcommons@usf.edu.

Internship Committee Meeting Minutes

February 8, 2011

Members Present: Bonnie Braun, Deanna Bullard, Alicia Claritt, Vivian Fueyo, Rebecca Ogletree, Zafer Unal

Final Internship Prerequisites

- New Catalog changes have been submitted to include specific dates for all items that are prerequisites for final internship
- Dates are also now specified in all intern manuals, on internship website, on internship applications, on advisor handouts as well as on missing items letters.

Review process of Missing Items Letter

- Made revisions to the Missing Items Letters/Denial Letters:
 - With the transition of Assistant Dean it was discussed and agreed upon that Dr. Michael will sign off on the Missing Items letters and the Denial letters for the Fall 2011 semester. Moving forward for Spring Dr. Dukes will be signing off on the letters
 - First round of missing items notification should go out by March 7th, second round will be sent out after May 16th and Final Denial Letter will be sent out by August 2nd if all materials are not received.
 - Also noted that the CDN requirements must be completed by April 15th and all others no later than August 1st.

Next Meeting

Scheduled for March 24 from 9 to 10 AM.