

Calendar of Important Deadlines for 2009-2010

Four weeks prior to first Practicum or Internship application deadline, submit to Training Office completed *Petition for Practicum II, III, or Internship* (Form #9)

All Logs and Evaluations are Always Due the 10th Week of Every Quarter!

Due Week of Dec. 7-1, 2009 (Fall Quarter): Submit to Training Office:

1. Log Sheet (Form #2 or Form #5, as appropriate)
2. Supervisor's Evaluation of Trainee (Form #3 or Form #6, as appropriate)

Due Week of March 15-19, 2010 (Winter Quarter): Submit to Training Office:

1. Log Sheet (Form #2 or Form #5, as appropriate)
2. Supervisor's Evaluation of Trainee (Form #3 or Form #6, as appropriate)

Due Week of June 7-11, 2010 (Spring Quarter): Submit to Training Office:

1. Log Sheet (Form #2 or Form #5, as appropriate)
2. Supervisor's Evaluation of Trainee (Form #3 or Form #6, as appropriate)
3. Trainee Evaluation of Site (Form #4 or Form #7, as appropriate) **Spring Only**
4. Trainee Evaluation of Supervisor (Form #8; not required for D-1) **Spring Only**
5. **Completed Training Contract for 2010-2011 training year.**

Due Week of August 30- Sept. 3, 2010 (Summer Quarter): Submit to Training Office

1. Log Sheet (Form #2 or Form #5, as appropriate)
2. Supervisor's Evaluation of Trainee (Form #3 or Form #6, as appropriate)

All Students Must Complete A Placement Information Form #14 By The End of Each Academic Year!

D-1 (1st-year) Students Only

Monday, October 25: (D-1 Students only) Deadline to Submit completed training contracts to Training Office before starting at Ethnographic placement.

BAPIC (D-2s & D-3s Only)

Practicum Notification Day – PND – April 12, 2010

Within 5 days of accepting a Practicum Placement, submit to Training Office completed Placement Information Form (form #14) and pick up Training Contract.

Internship Applicants for 2010-2011 Placements Only

Friday, February 5, 2010: CAPIC Internship Fair – Time & Location TBD

Wednesday, Feb 3, 2010 Deadline to Submit Rank Order List of APPIC internship sites

Friday, Feb 19, 2010 APPIC internship applicants informed IF you've been matched

Monday, Feb 22, 2010: APPIC applicants informed TO WHICH internship program you've been assigned

Tuesday February 23, 2010: (APPIC applicants only): Submit to Training Office: *Internship Site Acceptance Form (Form #10)* and **pick up Training Contract.**

Monday, Feb 22, 2010: APPIC Clearing House opens

Monday, March 1, 2010 Deadline for receipt of all applications by CAPIC internship sites

Monday, April 5, 2010: Uniform Notification Day (Applicants notified which agencies are making offers. Applicants must respond by 12 Noon PST)

Tuesday, April 6, 2010 (CAPIC applicants only): Submit to Training Office:

All forms must be complete and contain all **original** required signatures. Submission of incomplete forms will be returned and will result in a registration hold. Please submit **originals** and give your IPS instructor a copy of all completed log sheets and evaluation forms. Also, remember to keep a copy of all completed paperwork for your own records.