

**Internship Student  
Timeline**  
**Training Year 2010-2011**  
**Task List and Order of Events**

Tasks/Order of Events	Due Dates	Done	Remarks
<i>Fall 2010</i>			
Professional Liability Insurance <small>(Insurance forms will be emailed to your Argosy account Mid-July. If your start date is prior to receiving the form, please contact the Training Department)</small>	<b>Due to your Site Supervisor on your start date</b>		
Mid-Year Internship Site Evaluation Form	February 25, 2011		
<i>Spring-Summer 2011</i>			
Final Internship Site Evaluation Form	<b>Due within 1 week of Internship End Date</b>		
Internship Letter of Completion	<b>Due within 1 week of Internship End Date</b>		
SPAR Form	<b>Due within 1 week of Internship End Date</b>		

All forms can be found on the Training Departments website:

[http://www.auconnection.net/chicago/ispp/internInfo/in\\_index.asp](http://www.auconnection.net/chicago/ispp/internInfo/in_index.asp)