

Internship Application Timeline and Checklist Training Year 2011 – 2012

Month (Date)	Tasks/Order of Events	Done
June 7	Attend Informational Meeting and Panel Discussion	
June 25	Deadline: Internship Intent to Apply form due to the Training Department (only electronic documents!)	
June 30	If internship application prerequisites are not met, petition Program Chair	
July 1	CRP Proposal must be approved by the IRB	
July 15	2011-12 version of the AAPI Online expected to launch	
July-August	Small Group Meetings: Point Person will contact students with date and time of meetings (CVs due at meeting)	
August 20	AAPI Essays #1-4 due to Training Department Point Person.	
September 8	Deadline: Internship Sites Request form due to the Training Department (only electronic documents!)	
September 9	Deadline: Letters of Recommendation forms due to all letter writers (faculty, supervisors, etc.) via APPIC (follow the on-line instructions for submission)	
September 10	Deadline: Requests for Transcripts due to the Registrar's Office	
September 15	Deadline: Email PDF of AAPI to your Training Department Point Person.	
September 22	List of Approved Sites will be returned to students	
October 1	Deadline: Submit DCT Summary of Doctoral Training section of the AAPI verification.	
2 nd week in December	Internship Interview Session w/ Training Department & Career Services (<i>specific dates TBD</i>)	
(Tentative) December 13	Interview Notification Day (sites notify applicants whether or not they will be interviewed)	
January 10	Resolve any resubmits for the comprehensive exam	
February 8	Deadline: Email Ilene Kastel the list of sites to which you applied and received interviews	
February 9	Deadline: Rank order list is due to NMS	
Third week of February	Internship Clearinghouse Information Sessions	
February 25	APPIC Phase I Match Day: Results of the Match will be released to applicants and training directors.	
February 25	Clearinghouse begins; Students who did not match should request one official and one unofficial transcript from the Registrar's Office for Clearinghouse.	
March 21	Deadline: Rank order list is due to NMS for Phase II of the Match	
March 28	APPIC Phase II Match Day: Results of the Match will be released to applicants and training directors.	
May/June TBA	Outgoing Internship Meeting & Farewell Reception	

The following is a checklist of other tasks that you will need to complete during the application process. There are no deadlines, however the sooner you complete these tasks the better.

July/August		
Date	Tasks/Order of Events	Done
	Attend small group meetings	
	Contact Professors and Supervisors to write letters of recommendation	
	Students with disabilities should contact the Director of Student Services, if needed.	
	International students should contact the International Student Advisor.	
	Become familiar with the APPIC (www.appic.org) and NMS (www.natmatch.com) websites	
	Download the AAPI 2010-11 from www.appic.org and begin to complete it.	
	Sign up for the APPIC Match News List serve	
	Talk with previous applicants and interns about the internship application process, specific sites, etc.	
	Calculate completed practicum hours.	
	Estimate the number of hours you will accrue after the AAPI is completed. (This estimate is needed for the Summary of Doctoral Training).	
	Obtain Internship Site Brochures by contacting the site or by downloading the information from the website. The Training Department has some brochures available in the office.	
	Prepare/update cover letters, CV, and essays	
	Ask someone to review all written materials for content and grammar	
	Register with NMS	
September		
	If Comprehensive Exam was passed in previous year, register with NMS. If currently taking Comps, you can wait until you receive results to register. Recommended Deadline is 12/1/2009.	
November		
	Prepare for interviews	
December		
	Begin interviewing	
January		
	Continue interviewing	
	Develop rank order list for NMS	
	Prepare generic application packet for Clearinghouse	
February		
	Take some time out for self care	