

## Internship Application Timeline and Checklist Training Year 2012 – 2013

Month (Date)	Tasks/Order of Events	Done
May 1	CRP Proposal must be submitted to the IRB	
June 7	Attend Informational Meeting and Panel Discussion	
June 24	<b>Deadline: Internship Intent to Apply form</b> due to the Training Department ( <b>only electronic documents!</b> )	
June 30	If internship application prerequisites are not met, petition Program Chair	
July 1	CRP Proposal must be approved by the IRB	
July 15	2012-13 version of the AAPI Online expected to launch	
July-August	<b>Small Group Meetings:</b> Point Person will contact students with date and time of meetings ( <b>CVs due at meeting</b> )	
August 20	<b>AAPI Essays #1-4</b> due to Training Department Point Person.	
September 8	<b>Deadline: Internship Sites Request form</b> due to the Training Department by 5pm ( <b>only electronic documents!</b> )	
September 9	<b>Deadline: Letters of Recommendation forms due to all letter writers (faculty, supervisors, etc.) via APPIC</b> (follow the on-line instructions for submission)	
September 9	<b>Deadline: Requests for Transcripts</b> due to the <b>Registrar's Office</b>	
September 16	<b>Deadline: Email PDF of AAPI to your Training Department Point Person.</b>	
September 26	List of Approved Sites will be returned to students	
October 3	<b>Deadline: Submit DCT Summary of Doctoral Training</b> section of the AAPI verification.	
2 <sup>nd</sup> week in December	<b>Internship Interview Session w/ Training Department &amp; Career Services</b> ( <i>specific dates TBD</i> )	
(Tentative) December 12	<b>Interview Notification Day</b> (sites notify applicants whether or not they will be interviewed)	
January 9	Resolve any resubmits for the comprehensive exam	
February 3	<b>Deadline:</b> Email Ilene Kastel the list of sites to which you applied and received interviews	
(Tentative) February 8	<b>Deadline: Rank order list</b> is due to NMS	
(Tentative) February 24	APPIC Phase I Match Day: Results of the Match will be released to applicants and training directors.	
(Tentative) March 19	<b>Deadline: Rank order list</b> is due to NMS for Phase II of the Match	
(Tentative) March 26	APPIC Phase II Match Day: Results of the Match will be released to applicants and training directors.	
March-July	Post-Match Vacancy Service that begins upon conclusion of Phase II.	
May/June TBD	Outgoing Internship Meeting	

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 ( <a href="http://www.appic.org">www.appic.org</a> ) and NMS ( <a href="http://www.natmatch.com">www.natmatch.com</a> ) websites	
	Download the AAPI 2012-13 from <a href="http://www.appic.org">www.appic.org</a> 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	
<b>September</b>		
	If Comprehensive Exam was passed in previous year, register with NMS. If currently taking Comps, you can wait until you receive results to register. Reccomended Deadline 12/1/11	
<b>November</b>		
	Prepare for interviews	
<b>December</b>		
	Begin interviewing	
<b>January</b>		
	Continue interviewing	
	Develop rank order list for NMS	
	Prepare generic application packet for Clearinghouse	
<b>February</b>		
	Take some time out for self care	