

## **INTERNSHIP PLACEMENT PROCESS**

The Internship Placement Process is complex and requires several steps that must be completed *in order*.

- I. Internship Registration Meeting with Ronda Ray**  
Registration meetings are scheduled spring (mid-February) and fall (mid-September) semesters for the following semester's internship. If you miss the scheduled registration meeting, it is your responsibility to schedule an individual meeting with Ronda Ray.
- II. Registration Verification with Christi Rickson**
  1. Undergrads complete [Application for Internship](#) online one week prior to meeting.
- III. Check out in Teacher Service Center**
- IV. Placement with Service Area Schools and Clinical Experiences Office**