



## Timeline for Completing V-TIP

| Internship Approval  | Summer Internship                              | School-Year Internship                         |
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| Obtain V-TIP forms   | Parent meeting in February (junior year)       | Parent meeting in February (junior year)       |
| With parents discuss and decide on site  | February through March 1                       | February through March 1                       |
| Submit resume & Internship Interest form (Yellow paper)                                  | By the first school day in March (junior year) | By the first school day in March (junior year) |
| Submit the Pre-Approval form to V-TIP Coordinator  | By last school day in March (junior year)      | By last school day in March (junior year)      |
| Obtain final approval and the Internship Application form from V-TIP Coordinator         | By April 15 of junior year                     | Last school day in May of junior year          |
| Turn in Internship Application form, Parent Acknowledgment form, and Host Agreement form | By first school day in May of junior year      | By last school day in June of Junior year      |

| Internship Evaluations                             | Summer Internship   | School-Year Internship                              |
|--|---|---|
| Goals and Objectives                               | By the 25 <sup>th</sup> hour                              | By the 25 <sup>th</sup> hour                        |
| Verification/Performance Evaluation # 1 (50 hour)  | By the 50 <sup>th</sup> hour or July 30.                  | End of first quarter progress report (senior year)  |
| Verification/Performance Evaluation # 2 (100 hour) | By the 100 <sup>th</sup> hour or August 30.               | Before second quarter progress report (senior year) |
| Verification/Performance Evaluation # 3 (150 hour) | By the 150 <sup>th</sup> hour or Sept. 15th (senior year) | Before third quarter progress report (senior year)  |
| All other papers (forms & pictures, too)           | Within 2 weeks of completing V-TIP (150 hours)            |   |

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| <b>Research Paper/Reflective Essay</b> | Assigned in LA4 Class (senior year) |
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| Electronic Portfolio             | Summer Internship or School-Year Internship  |
|----------------------------------|--|
| Electronic Portfolio Pre-Check   | Students must schedule an appointment with the Val Tech Coordinator prior to December 1 <sup>st</sup> (senior year).               |
| Electronic Portfolio Final Check | Students must schedule an appointment with the Val Tech Coordinator 1 week prior to the 3 <sup>rd</sup> -quarter progress reports. |

| Presentation             | Summer Internship or School-Year Internship |
|--------------------------|---|
| Pre-presentation check   | Prior to February 15 (senior year)          |
| Final Presentation check | Prior to April 30 (senior year)             |

Students who miss any deadline may earn a failing grade for that quarter/semester. Students who miss more than three (3) deadlines may be subject to removal from V-TIP. (If any of the above dates falls on a weekend or school holiday, the first school day immediately following the listed date will be the actual deadline.) **It's the student's responsibility to notify the Val Tech Coordinator in the event of any circumstances beyond the student's control.**