



## Timeline for Completing V-TIP



Internship Approval	Summer Internship	School-Year Internship
Obtain V-TIP book & 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	By April 15 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 first school day in May 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)	

**Note: All Internships must be completed by April 1 of the senior year (except students interning at VHS.)**

<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 advance in the event of any circumstances beyond the student's control.**