

### Timeframe for 2020 - 21 (Student)

Period	Description
Jan 18 – Feb 26	<ul style="list-style-type: none"> <li>● Contact and confirm with new partner institutions</li> <li>● Confirm with old partner institutions</li> </ul>
Feb 22	<ul style="list-style-type: none"> <li>● Briefing session for all CUS students</li> </ul>
Feb 26	<ul style="list-style-type: none"> <li>● Deadline for submission of proforma reply form partner institution</li> </ul>
<b>March 12</b>	<ul style="list-style-type: none"> <li>● <b>Deadline for submission of internship applications</b></li> </ul>
<b>March 24</b>	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Round allocation of internship posts</li> <li>● Announcement (to students) of (tentative) allocation results</li> </ul>
March 24 - April 9	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> round of partner institution visit or interview</li> </ul>
<b>April 9</b>	<ul style="list-style-type: none"> <li>● <b>Deadline for submission of Interview form</b></li> </ul>
April 9 - May 7	<ul style="list-style-type: none"> <li>● 2<sup>nd</sup> Round allocation of internship posts</li> <li>● 2<sup>nd</sup> Round of partner institution visit or interview</li> </ul>
May 14	<ul style="list-style-type: none"> <li>● <b>End of Drop Period</b> [Note: If by today the general office does <b>NOT</b> receive any notification from you to drop the course, that means you have been registered for this course. After this, we shall follow Registry procedures concerning late drop applications.]</li> </ul>
May (TBC)	<ul style="list-style-type: none"> <li>● <b>Orientation</b></li> </ul>
<b>June 1</b>	<ul style="list-style-type: none"> <li>● <b>Internship starts</b></li> </ul>
<b>Early to Mid-June</b>	<ul style="list-style-type: none"> <li>● <b>Meeting I: Course Instructor, student(s), and partner institution representative discuss and confirm the arrangement of internship</b></li> </ul>
End of June to Early July	<ul style="list-style-type: none"> <li>● Regular meetings between Course Instructor(s) and students at least 2 times to discuss internship experience</li> </ul>
<b>Mid July to Late July</b>	<ul style="list-style-type: none"> <li>● <b>Course Instructor, student(s), and partner institution representative join to evaluate intern's experience and other related issues.</b></li> </ul>
<b>July 31</b>	<ul style="list-style-type: none"> <li>● <b>Internship ends</b></li> <li>● Evaluation meeting between Interns and partner institutions</li> </ul>
<b>August 11</b>	<ul style="list-style-type: none"> <li>● Deadline for submission of internship evaluation reports from PIs</li> <li>● Deadline for submission of <b>internship reflective essay from students</b></li> </ul>
<b>August 13</b>	<ul style="list-style-type: none"> <li>● Evaluation sharing for all interns</li> <li>● Deadline for submission of <b>subsidy application form</b></li> </ul>
<b>August 23</b>	<ul style="list-style-type: none"> <li>● <b>Deadline for submission grade to Registry</b></li> </ul>
TBC	<ul style="list-style-type: none"> <li>● Course grades released</li> </ul>