

# Spring 2024 Internship Dates

**Broadest date range for Spring 2024:** December 19, 2023 - May 26, 2024

Spring has two Parts of Term:

Interns starting their internship on or after the first day of class will be placed in Term 1

Interns with a start date before classes begin or an end date after classes end will be placed in Term 4

The Academic Course Meeting Dates Exception form is necessary when your student's on-site responsibilities span outside of the range of the Spring 2024 dates, December 19, 2023 – May 26, 2024. The form can be found on our Registrar's electronic forms site: <https://registrar.appstate.edu/resources/forms>

**Registration for Spring 2024:** November 1, 2023 – November 14, 2023

**Drop/Add for Full Semester Internship:** Monday, January 22, 2024

Students' financial aid can be negatively impacted if registration does not occur before Drop/Add closes on the 5<sup>th</sup> day of classes. The entire approval process, including the Dean's level approval, must be completed no later than 12:00 noon on Monday, January 22, 2024, the last day of the Drop/Add period to ensure registration can be completed before the close of business.

**For First-Half Semester internships: Last day to add a class, January 22, 2024**

**For Second-Half Semester internships: Last day to add a class, March 6, 2024**

**Census:** Monday, January 29, 2024

## **Liability Insurance:**

Our general and professional liability insurance policy for interns begins on August 15 and ends at 11:59 pm on August 14 of each year and Spring semester is not typically a concern. Students enrolled in courses coded as internships, practica, field experiences, clinicals and student teaching are covered and the student's account is billed the policy fee upon enrollment. Refer your students to [internships.appstate.edu/insurance](https://internships.appstate.edu/insurance) for coverage details.

## **International Internship Deadlines:**

Students seeking internships outside the United States/United States Territories must submit an application to the Office of International Education & Development no fewer than fifteen (15) business days prior to intended departure or fifteen (15) days prior to Add/Drop, whichever date occurs first, in order to allow time for review and processing of pre-departure paperwork.

**Grade Due Date:** Please note grades will be due on May 13 at 1:00 pm.

**The Academic Calendar can be found at the Registrar's website:**  
**<https://registrar.appstate.edu/>**