**Unit Checklist – Semester 2, 2025 – Postgraduate**

|  |  |  |
| --- | --- | --- |
| **WEEK** | **TASKS** | **COMPLETED** |
| ***At least one week before teaching period starts*** | | |
|  | Contact your supervisor – establish internship hours and organisational expectations |  |
|  | Respond to email asking you to schedule Check-in calls |  |
| *Monday 14 July – Sunday 20 July* | | |
|  | Book into scheduled learning activities in CAS |  |
|  | Complete UWA Placement Induction Program (PIP)  Upload PIP certificate of completion on LMS |  |
|  | Read through LMS and familiarise yourself with unit requirements |  |
| *Internship Week 1 and 2: Monday 21 July – Sunday 03 August* | | |
|  | Attend Seminar 1 – Introduction to Active Citizenship (IAC) 22 & 23 July |  |
|  | Attend Seminar 2 – Aboriginal Cultural Awareness Training (ACAT) 22 & 23 July |  |
|  | Begin internship hours – **AFTER COMPLETION OF SEMINARS 1 & 2** |  |
|  | Log hours online **after each shift** |  |
| **Monday 28 July: Commencement Requirements are due** | | |
| *Internship Week 3 and 4: Monday 04 August – Sunday 17 August* | | |
|  | Engage in Check-in #1Call from the McCusker Centre (13 - 20 August) |  |
|  | Continue internship hours – log hours online **after each shift** |  |
|  | Review presentation requirements (FeedbackFruits) and post comments |  |
| *Internship Week 5 and 6: Monday 18 August – 31 August* | | |
|  | Continue internship hours – log hours online **after each shift** |  |
|  | Attend SAC Event 1 (Tuesday 19 August) |  |
|  | Meet with supervisor to discuss mid-internship evaluation **(after 50 hours)** |  |
|  | Attend Seminar 3a (week 6) – Postgraduate Students ONLY |  |
|  | Respond to Check-in #2 Survey from the McCusker Centre (1 – 3 September) |  |
| **Monday 25 August: Final date for presentation requirements review comments** | | |
| *Study break: Monday 01 September – Sunday 07 September* | | |
| *Internship Week 7 and 8: Monday 08 September – Sunday 21 September* | | |
|  | Prepare and record your presentation |  |
|  | Submit Feedback 1: Mid-internship Evaluation on LMS |  |
|  | Submit Journal 1 on LMS **(after approximately 50 hours)** |  |
|  | Continue internship hours – log hours online **after each shift** |  |
|  | Attend SAC Event 2 (Thurs 18 September) |  |
| **Monday 15 September: Final submission date for mid-internship evaluation & Journal 1** | | |
| **Monday 22 September: Final submission date for posting presentation** | | |
| *Internship Week 9 to 10: Monday 22 September – Sunday 05 October* | | |
|  | Continue internship hours – log hours online **after each shift** |  |
|  | Engage in Check-in #3 Call from the McCusker Centre (1 - 8 October) |  |
|  | Attend Seminar 3b (Week 10) – Postgraduate Students ONLY |  |
|  | Watch your peers’ videos and post your responses |  |
| **Monday 06 October: Final submission date for posting responses** | | |
| *Internship Week 11 to 12: Monday 06 October – Sunday 19 October* | | |
|  | Contact supervisor to arrange meeting for end-of-internship evaluation |  |
|  | Complete 100 internship hours using online log in |  |
|  | Read feedback received on your PG presentation |  |
|  | Submit 1000-word JD reflection – **JD STUDENTS ONLY** |  |
|  | Meet with supervisor, discuss progress, complete Feedback 2: End of Internships Evaluation |  |
|  | Submit Feedback 2 on LMS |  |
|  | Complete and submit Journal 2 |  |
|  | Read and respond to any comments on your presentation |  |
|  | Complete Unit Evaluation (SELT) survey and MCC Completion Survey on LMS |  |
| **Friday 17 October: All unit requirements are due** | | |