**Unit Checklist – Semester 1, 2025 – Postgraduate**

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| **WEEK** | **TASKS** | **COMPLETED** |
| ***At least one week before teaching period starts*** | | |
|  | Contact your supervisor – establish internship hours and organisational expectations |  |
|  | Complete Deed Poll with supervisor |  |
|  | Respond to email asking you to schedule Check-in calls |  |
| ***Monday 17 February – Sunday 23 February*** | | |
|  | Book into scheduled learning activities in CAS |  |
|  | Complete UWA Placement Induction Program (PIP)  Upload PIP certificate of completion on LMS |  |
|  | Upload all three pages of signed Deed Poll on LMS |  |
|  | Read through LMS and familiarise yourself with unit requirements |  |
| ***Internship Week 1 and 2: Monday 24 February – Sunday 09 March*** | | |
|  | Attend Seminar 1 – Introduction to Active Citizenship (IAC) |  |
|  | Attend Seminar 2 – Aboriginal Cultural Awareness Training (ACAT) |  |
|  | Begin internship hours – log hours online after each shift |  |
| **Monday 03 March Commencement Requirements are due** | | |
| ***Internship Week 3 and 4: Monday 10 March – Sunday 23 March*** | | |
|  | Engage in Check-in #1Call from the McCusker Centre (13 - 20 March) |  |
|  | Attend SAC Event 1 (Tuesday 18 March) |  |
|  | Review presentation requirements (FeedbackFruits) and post comments |  |
| ***Internship Week 5 and 6: Monday 24 March – Sunday 06 April*** | | |
|  | Continue internship hours – log hours online after each shift |  |
|  | Meet with supervisor to discuss mid-internship evaluation (after 50 hours) |  |
| **Monday 31 March: Final date for presentation requirements review comments** | | |
|  | Attend Seminar 3a (week 6) – Postgraduate Students ONLY |  |
| ***Internship Week 7 and 8: Monday 07 April – Sunday 20 April*** | | |
|  | Respond to Check-in #2 Survey from the McCusker Centre (09 April) |  |
|  | Prepare and record your presentation |  |
|  | Submit Feedback 1: Mid-internship Evaluation on LMS |  |
|  | Submit Journal 1 on LMS **(after approximately 50 hours)** |  |
|  | Attend SAC Event 2 (Wednesday 16 April) |  |
| **Monday 14 April: Final submission date for mid-internship evaluation, Journal 1** | | |
| *Study break: Monday 21 April – Sunday 27 April* | | |
| **Monday 28 April: Final submission date for posting presentation** | | |
| ***Internship Week 9 to 10: Monday 28 April – Sunday 11 May*** | | |
|  | Continue internship hours – log hours online after each shift |  |
|  | Engage in Check-in #3 Call from the McCusker Centre (7-14 May) |  |
|  | Attend Seminar 3b (Week 10) – Postgraduate Students ONLY |  |
|  | Watch your peers’ videos and post your responses |  |
| **Monday 12 May: Final submission date for posting responses** | | |
| ***Internship Week 11 to 12: Monday 12 May – Friday 23 May*** | | |
|  | Contact supervisor to arrange meeting for end-of-internship evaluation |  |
|  | Complete 100 internship hours |  |
|  | Read feedback received on your PG presentation |  |
|  | Submit 1000-word JD reflection – JD STUDENTS ONLY |  |
|  | Meet with supervisor to discuss your progress and complete Feedback 2: End of Internships Evaluation |  |
|  | Submit Feedback 2 on LMS |  |
|  | Complete and submit Journal 2 |  |
|  | Complete Unit Evaluation (SELT) survey and MCC Completion Survey on LMS |  |
| **Friday 23 May: All unit requirements are due** | | |