**Unit Checklist – Semester 1, 2024 – Microcredential**

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| **WEEK** | **TASKS** | **COMPLETED** |
| *At least one week before teaching period starts* | | |
|  | Make contact with your supervisor – establish your internship hours and organisational expectations | Yes |
|  | Complete Deed Poll with supervisor | Yes |
|  | Respond to email asking you to schedule Check-in calls | Yes |
| *Monday 19 February – Sunday 25 February* | | |
|  | Book into scheduled learning activities in CAS | Yes |
|  | Complete UWA Pre-placement Program (PPP)  Upload PPP certificate of completion on LMS | Yes |
|  | Upload all three pages of signed Deed Poll on LMS | Yes |
|  | Read through LMS and familiarise yourself with unit requirements | Yes |
| *Internship Week 1: Monday 26 February – Sunday 3 March* | | |
|  | Attend Seminar 1 – Introduction to Active Citizenship (IAC) | Yes |
|  | Attend Seminar 2 – Aboriginal Cultural Awareness Training (ACAT) | Yes |
|  | Begin internship hours | Yes |
| **Monday 4 March Commencement Requirements are due** | | |
| *Internship Week 2: Monday 4 March – Sunday 10 March* | | |
|  | Continue internship hours | Yes |
|  | Submit Journal 1 and signed timesheet on LMS **(after approximately 8 hours)** | Yes |
| **Monday 11 March: Final submission date for Journal 1 and first 8 hours signed timesheet** | | |
| *Internship Week 3 and 4: Monday 11 March – Sunday 24 March* | | |
|  | Engage in Check-in #1Call from the McCusker Centre (11-22 March) | Yes |
|  | Continue internship hours | Yes |
|  | Attend SAC Event 1 (Tuesday 19 March) | Yes |
| *Internship Week 5: Monday 25 March – Sunday 31 March* | | |
|  | Continue internship hours | Yes |
|  | Meet with supervisor to discuss mid-internship evaluation (after 50 hours) | YES |
| *Study break: Monday 1 April – Sunday 7 April* | | |
| *Internship Week 6 and 7: Monday 8 April – Sunday 21 April* | | |
|  | Continue internship hours | YES |
|  | Respond to Check-in #2 Survey from the McCusker Centre (8 April) | YES |
|  | Attend Seminar 3a (week 7) | YES |
|  | Submit Feedback 1: Mid-internship Evaluation on LMS | YES |
|  | Submit Journal 2 and timesheet on LMS **(after approximately 50 hours)** | YES |
| **Monday 22 April: Final submission date for mid-internship evaluation, Journal 2 and 50 hours signed timesheet** | | |
| *Internship Week 8 to 10: Monday 22 April – Sunday 12 May* | | |
|  | Continue internship hours | YES |
|  | Attend SAC Event 2 (Wednesday 24 April) | Don’t have to |
|  | Contact supervisor to arrange meeting for end-of-internship evaluation |  |
|  | Engage in Check-in #3 Call from the McCusker Centre (6-17 May) |  |
| *Internship Week 11 to 12: Monday 13 May – Friday 24 May* | | |
|  | Attend Seminar 3b (Week 11) |  |
|  | Complete 100 internship hours |  |
|  | Meet with supervisor to discuss your progress and complete Feedback 2: End of Internships Evaluation |  |
|  | Submit Feedback 2 and completed timesheet on LMS |  |
|  | Complete and submit Journal 3 |  |
|  | Complete Unit Evaluation (SELT) survey and Completion Survey on LMS |  |
| **Friday 24 May: All unit requirements are due** | | |