

## **Preparing for ASE's Final Deliverables**

### ASE Final Deliverables

- 8/5: [Symposium Registration](#) Form
  - 8/15: Symposium Presentation file shared with Teacher Monitor and oral presentation at conference
  - 8/21: [Thank You Letters](#) sent to Teacher Monitor
  - 8/23: [Internship Summary](#) submitted via form
  - Final Site Visit with Teacher Monitor
  - 8/31: [Repository Request Submission](#) due (optional)
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### **Preparation Checklist:**

#### **Week of July 15 - 19**

- Receive and review link to [Symposium registration](#), Symposium [Handbook](#), Thank You Letter [instructions](#), and Internship Summary [instructions](#) via email

#### **Week of July 22 - 26**

- Create and discuss Symposium Presentation title and outline with mentor
- Begin building Symposium Presentation

#### **Week of July 29 - August 2:**

- Receive Thank You Letter recipients via email
- Create and discuss Symposium Presentation title and outline with mentor
- Begin building Symposium Presentation
- Ensure Final Site Visit is scheduled with your mentor & Teacher Monitor
- Submit [Symposium Registration](#) form (**due August 5**)

#### **Week of August 5 - 9:**

- Submit [Symposium Registration](#) form (**due August 5**)
- Continue working on Symposium presentation
- Begin writing Thank You Letters
- Begin writing Internship Summary

#### **Week of August 12 - 16:**

- Practice Symposium presentation for your mentor, trusted friends and family, and others who will ask you questions and give thoughtful feedback
- Present at Symposium
- Continue writing Thank You Letters
- Continue writing Internship Summary

**August 19 - 23:**

- Send [Thank You Letters](#) to Teacher Monitors (**due August 21**)
- Submit [Internship Summary](#) form (**due August 23**)
- Wrap up internship work
- Prepare workspace for your departure
- Discuss UP / ASE [repository](#) opportunity with mentor

**August 26-31**

- After approval from Teacher Monitor, email Thank You Letters to recipients and CC [ase@saturdayacademy.org](mailto:ase@saturdayacademy.org).
- Submit [Repository Request form](#) (**due August 31**)

**Following your internship:**

- Connect with your mentors on LinkedIn, Twitter, or other social media & keep in contact with them
- Receive your second stipend from ASE via mail (if applicable) in September (if you have completed all deliverables)
- Receive your End of Summer packet from ASE via USPS mail containing your certificate of completion, school credit packet, and more.
- Connect with ASE! Join our alumni network by joining our LinkedIn group, our mailing list, and email us with updates as you embark on your next steps!