

## **Process for Scheduling Faculty Recommendation Interview for Approval**

*Deadline: May 31, 2020*

- 1) On March 9, 2020, you will receive the names and emails of the faculty members on your panel;
- 2) Send an email to the faculty members of your panel requesting to schedule 2 hours for your panel between March 22, 2021 and April 30, 2021.
- 3) The deadline to schedule your panel is May 31, 2020, so that you and the faculty members have this set in advance of internship and a new academic year.
- 4) Once a date and time has been set, complete the [Confirmation Form](#) and submit to [studentinformation@plts.edu](mailto:studentinformation@plts.edu).
- 5) Student Services will schedule a room and Zoom for your interview, and send that to you and the faculty members of your panel.

If you or members of your faculty panel should need to reschedule your interview, please work with one another to find a new date and time. And once a new date and time are found, please complete another [Confirmation Form](#) and submit [studentinformation@plts.edu](mailto:studentinformation@plts.edu), so that she can schedule you a room and Zoom.