

Herman Franklin Paraprofessional Program Fall 2017 Important Dates

Contracts begin

August 13

Training

August 13-24

All staff on-call

August 25-Sept. 5

First Day of Class

August 28

Labor Day: University Closed **Residence Life work day** **ALL STAFF ON-CALL**

September 4

RA Program Request Due*

September 5

SD Program Request Due*

September 5

September In-Service (Founders' Day Convocation)

September 14

SD Individual Projects Due*

September 22

October In-Service

TBA

RA Program Request Due*

October 5

SD Program Request Due*

October 5

Midterm Performance Evaluation

October 9-20

Midterm Exams

October 16-20

Halloween: **ALL STAFF ON-CALL**

October 31

RA Program Request Due*

November 5

SD Program Request Due*

November 5

November In-Service

TBA

Letter of Intent Due

November 10

Thanksgiving Food Drive (ALL STAFF REQUIRED TO PARTICIPATE)

TBA

Fall Break (staff dismissal 12pm November 23, return by 3pm November 26)

Nov. 23-Nov. 26

Supervisor may release later and/or request earlier return based on area need

RA Passive Programs Must Be Completed

December 4

Community Service and Civic Engagement Documentation submitted*

December 4

Last Day of Class: **All Staff On-Call Through Checkout**

December 8

Checkout

December 9-14

Final Performance Evaluation

December 15-16

Contracts End

December 16

***Submissions are due by 5pm on the requested date**

****Dates and information are subject to change. Coordinator will provide written notice of any changes.**

NOTE: Please plan break departures accordingly, early departures and/or unauthorized late arrivals will NOT be permitted.