

## CENTER FOR INTEGRATED TEACHER EDUCATION- CITE

Internship Orientation meeting- Cohort 56

### AGENDA

- A) Greetings and Salutations
- B) Purpose of Meeting
- C) Internship Identification Form - Please fill out completely
- D) Distribution of Blue Registration Forms – complete and return
- E) Payment of \$1095 or \$2190
- F) The Proposal
  - 1) Due by (a) **Wednesday, February 20<sup>th</sup>, 2019- Start date of Monday, April 1<sup>st</sup>, 2019.**  
(b) **All Proposals are due no later than Thursday March 7<sup>th</sup>, 2019 for a start date of Monday, May 20<sup>th</sup>, 2019**
  - 2) Page 1 of proposal – Check Off List
  - 3) Page 2 of proposal – College of St. Rose Internship Commitment Form
  - 4) Page 3 of proposal – refer to page 5 of Guide –Application Page
  - 5) Page 4 of proposal – refer to page 4 – Letter of Support
  - 6) Page 5 of proposal – refer to item #3 on page 3 – Resume (summary background)
  - 7) Page 6 of proposal – refer to item #4 on page 3- Course Work
  - 8) Page 7 of proposal – refer to item #2 on page 3 Philosophy of Education
  - 9) Page 8-14 of proposal – refer to pages 6-17– Standards
  - 10) Page 15 of proposal – refer to item #7 on page 4- Benefits to School

G) **Organization Of Information**

All paperwork is to be done on Chalk & Wire. Information will be done in buckets. Proposals should NOT be put on Chalk & Wire until it is approved by Ilene, NOT before.

H) **To Begin The Internship, You Need To Have The Following:**

- 1) A completed Proposal Checklist
- 2) Internship proposal submitted to **agranofi@mail.strose.edu**
- 3) Approval letter received from Ilene Agranoff
- 4) Registered (Today)
- 5) Paid for either Part I (EDA 546) or Part II (EDA 546-547) – Today
- 6) You will not be registered until your proposal is approved and paid

I) **The Last Stage**

- 1) Internship Completion Form- Signed & dated by Site Mentor and CITE/College of St. Rose Mentor

J) **EDA 546**

Part I – Pay at Registration or before **May 1<sup>st</sup>, 2019**

K) **EDA 547**

Part II – Pay by **August 15<sup>th</sup>, 2019**

L) **One Term Internships**

- 1) One Term Internship requests must be in **no later than Wednesday, March 6<sup>th</sup>, 2019** or your request will be denied.
- 2) If you are approved for a one- semester internship, you must pay for both EDA 546 and EDA 547 by **May 1<sup>st</sup>, 2019**.
- 3) One Term Internships cannot be completed before **August 31<sup>st</sup>, 2019**

M) Please check the In-CITE Newsletter each month at [www.citeonline.com](http://www.citeonline.com)

N) <http://vig.pearsoned.com/store/home?url=/strose/eda>  
(to order internship book)

O) To Download Page 1 of the proposal & to access the Internship Guide forms go to [www.citeeducation-strose.com/current-students](http://www.citeeducation-strose.com/current-students)

All complete Proposals **MUST** be sent via **email** to Ilene Agranoff at [agranofi@mail.strose.edu](mailto:agranofi@mail.strose.edu) **no later than Thursday, March 7<sup>th</sup>, 2019**

CITE Telephone Number for Ilene- (516) 221-2936 x834

**DO NOT MAIL, FAX or HAND DELIVER PROPOSALS! They will not be accepted.**

**Please DO NOT send the proposals to the College of St. Rose in Albany!!**

**Internships are NOT permitted at Pre-K Centers**