

**CENTER FOR INTEGRATED TEACHER EDUCATION- CITE**  
Internship Orientation meeting- Cohort 57

**AGENDA**

- A) Greetings and Salutations
- B) Purpose of Meeting
- C) Internship Information Survey Form - Please fill out completely
- D) Distribution of Blue Registration Forms – complete and sign both Pages
- E) Payment of \$1095 or \$2190
- F) **The Proposal**
  - 1) Due by (a) **Monday, July 1<sup>st</sup>, 2019- Start date of Monday, August 19<sup>th</sup>, 2019.**  
(b) **All Proposals are due no later than Tuesday July 16<sup>th</sup>, 2019 for a start date of September 1<sup>st</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 [ilene@citeonline.com](mailto:ilene@citeonline.com)
- 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 for

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 **August 1<sup>st</sup>, 2019**

K) **EDA 547**

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

L) **One Term Internships**

- 1) One Term Internship requests must be in **no later than Tuesday, August 16<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 **September 1<sup>st</sup>, 2019**.
- 3) One Term Internships cannot be completed before **December 31<sup>st</sup>, 2019**

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

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 [ilene@citeonline.com](mailto:ilene@citeonline.com) **no later than Tuesday, July 16<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**