

CENTER FOR INTEGRATED TEACHER EDUCATION- CITE
Internship Orientation meeting- Cohort 58

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, December 2nd, 2019- Start date of Monday, December 16th, 2019.**
(b) **All Proposals are due no later than Monday December 9th, 2019 for a start date of January 1st, 2020**
 - 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 Mike, NOT before.

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

- 1) A completed Proposal Checklist
- 2) Internship proposal submitted to **Mike@citeonline.com**
- 3) Approval letter received from Michael Schildkraut
- 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 **December 13th, 2019**

K) **EDA 547**

Part II – Pay by **May 15th, 2020**

L) **One Term Internships**

- 1) One Term Internship requests must be in **no later than Friday, December 13th, 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 **Monday, December 16th, 2019**.
- 3) One Term Internships cannot be completed before **May 31st, 2020**

M) Please check the In-CITE Newsletter at 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

All complete Proposals **MUST** be sent via **email** to Michael Schildkraut at Mike@citeonline.com **no later than Monday December 9th, 2019**

CITE Telephone Number for Mike- (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