## CENTER FOR INTEGRATED TRAINING & EDUCATION- CITE

Internship Orientation meeting- Cohort 61

**AGENDA**

1. Greetings and Salutations
2. Purpose of Meeting
3. Internship Information Survey Form - Please fill out
4. Registration Forms - complete and sign both pages
5. Payment of $1,095 or $2,190-Please pay via the link on the last page.
6. **The Proposal**
	1. Due by **(a) Monday, November 16, 2020- For an unofficial internship start date of Monday, December 14, 2020.**

**(b) All Proposals are due no later than Tuesday, December 1, 2020 for a start date of January 1, 2021.**

* 1. Page 1 of proposal - **Check Off List**
	2. Page 2 of proposal - **College of St. Rose Internship Commitment Form**
	3. Page 3 of proposal - refer to page 5 of Guide **-Application Page**
	4. Page 4 of proposal - refer to page 4 - **Letter of Support**
	5. Page 5 of proposal - refer to item #3 on page 3 - **Resume (summary background)**
	6. Page 6 of proposal - refer to item #4 on page 3- **Course Work**
	7. Page 7 of proposal - refer to item #2 on page 3 **Philosophy of Education**
	8. Page 8-14 of proposal - refer to pages 6-17- **Standards**
	9. Page 15 of proposal - refer to item #7 on page 4- **Benefits to School**

### 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.

### 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
	5. Paid for either Part I (EDA 546) or Part I and II (EDA 546-547)
	6. You will not be registered until your proposal is approved and payment is received

### The Last Stage

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

### EDA 546

Part I - Pay before **December 1, 2020**

### EDA 547

Part II - Pay by **May 24, 2021**

### One Term internships

* 1. Requests for one term Internships must be submitted by email and sent to Mike@citeonline.com between **December 27, 2020 and January 8, 2021**. Once the request has been received, candidates will be sent a list of additional documentation that must be submitted. The submission of additional documentation must be emailed to Mike@citeonline.com **no later than January 15, 2021.**
1. Please check the In-CITE Newsletter at <https://www.citeonline.com/project/administration-current-students/>

at the beginning of each month for seminar listings.

All complete Proposals **MUST** be sent via **email** to Michael Schildkraut at

*Mike@citeonline.com* **no later than Tuesday, December 1, 2020**

**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!!**

**Only 200 Internship hours may be accrued at Pre-K Centers**

**Cohort 61 only**

**Link for Payment for Internship EDA546:**

https://secure.usaepay.com/pay/gnkt6q698kvd5pggb/zNQZFYqA

# Link for Payment for Internship EDA547:

https://secure.usaepay.com/pay/jnkt6r3kfwmcpjptb/8COhDdjQ