**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Cohort # 60**

**Checklist for Proposal**

Your proposal **must** include the following before it is emailed to Mike@citeonline.com:

CHECK HERE:

 1) Checklist

 2) Principal Signature on School Letterhead Stationery

 3) Complete the Internship Application (Found on Page 33)

 4) Resume

 5) Philosophy of Education

 6) Standards

 7) Benefits to School

 8) The College of St. Rose Internship Commitment Form

 9) A List of the Four Courses Completed Before Beginning Internship.

DO NOT SUBMIT PROPOSAL UNLESS ALL PARTS (including Principal’s signature) ARE INCLUDED or it will not be read.