## CENTER FOR INTEGRATED TRAINING & EDUCATION- CITE

Internship Orientation meeting- Cohort 62

**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) Friday, March 19, 2021- For an unofficial internship start date of April 12, 2021**

**(b) All Proposals are due no later than Monday, May 3rd for a start date of June 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**
  10. Page 16of proposal- **Copy of payment receipt**

### To Begin the Internship, You Need to Have the Following:

1) A completed Proposal Checklist

1. Proposal submitted to [*Mike@citeonline.com*](mailto:Mike@citeonline.com)
2. Approval letter received from Michael Schildkraut
3. Registered
4. Paid for either Part I (EDA 546) or Part I and II (EDA 546-547)
5. 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 **June 1, 2021**

### EDA 547

Part II - Pay by **September 1, 2021**

### One Term internships

1) Requests for one term Internships must be submitted by email and sent to Mike@citeonline.com during the week of **May 10, 2021 and May 14, 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 May 21, 2021.**

1. Please check the In-CITE Newsletter at <https://www.citeonline.com/project/administration-current-students/>

on the 1st of each month for seminar listings. If the 1st of the month is a weekend, it will be posted the following Monday. It’s posted around 9:30am.

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

*Mike@citeonline.com* **no later than Monday, May 3, 2021**

**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 62 only**

**Link for Payment for Internship EDA546:**

<https://secure.usaepay.com/pay/7nkt68nnt8snj7xjb/dxqbIF5a>

# Link for Payment for Internship EDA547:

# <https://secure.usaepay.com/pay/ankt6jx5whxvjq1vy/dnTYeQdz>