

Name: _____ Date: _____ Cohort # 1

Checklist for Proposal

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

CHECK HERE:

- 1) Checklist
- 2) Principal Signature on School Letterhead Stationery
- 3) Complete the Internship Application (Found on Page 41 of the Guide to the Internship)
- 4) Resume
- 5) Philosophy of Education
- 6) Standards (see pages 6-23 of the Guide to the Internship. Exemplar on page 24)
- 7) Benefits to School
- 8) A list of the six courses completed before beginning Internship II (EDA 607)
- 9) A copy of your running record internship template containing the signatures of your instructors and building supervisors.

DO NOT SUBMIT PROPOSAL UNLESS ALL PARTS (including Principal's signature) ARE INCLUDED.