

CITE/SAGE INTERNSHIP PROPOSAL DOCUMENTS AND FORMS

1. INTERNSHIP INFORMATION SURVEY (EMAIL completed survey form to MIKE AT Mike@citeprograms.com. by tomorrow morning.
2. CHECKLIST FOR PROPOSAL (PLACE CHECKLIST FORM IN WITH PROPOSAL). THE CHECKLIST CONTAINS ALL 9 DOCUMENTS THAT MUST BE SUBMITTED TO mike@citeprograms.com FOR REVIEW AND APPROVAL BEFORE YOU CAN START ACCRUING HOURS FOR EDA 607.
3. INTERNSHIP APPLICATION FORM (PLACE IN PROPOSAL)
4. INTERNSHIP HOURS BY COURSE DOCUMENT (FOR YOUR INFORMATION)
5. ON-GOING INTERNSHIP LOG TEMPLATE (FOR YOUR INFORMATION)
6. DESCRIPTION OF THE PSEL STANDARDS, POSSIBLE INTERNSHIP ACTIVITIES, TASKS AND ARTIFACTS THAT RELATE TO THAT STANDARD (FOR YOUR INFORMATION)
7. EXEMPLAR OF A COMPLETED FORM THAT REFLECTS THE ACTIVITIES, TASKS AND DOCUMENTATION OF THE PSEL STANDARDS.
8. TEMPLATE OF THE FORM THAT MUST BE SUBMITTED IN THE PROPOSAL REFLECTING THE ACTIVITIES GOING TO BE COMPLETED IN 607

DOCUMENTS THAT MUST BE SUBMITTED TO YOUR ASSIGNED CITE MENTOR DURING THE INTERNSHIP

1. MONTHLY REPORT-INTERNSHIP ACTIVITIES COMPLETED FOR 607 -MUST BE SIGNED BY THE PRINCIPAL
2. MONTHLY BUILDING LEVEL LEADERSHIP ACTIVITY-HOURS ACCRUED DURING EDA 607
3. MONTHLY DISTRICT LEVEL LEADERSHIP ACTIVITY-HOURS ACCRUED DURING EDA 607.
4. REQUIRED INTERNSHIP PORTFOLIO DOCUMENTS THAT MUST BE SUBMITTED TO THE CITE MENTOR AT THE CONCLUSION OF THE INTERNSHIP
5. INTERNSHIP COMPLETION FORM