

**SPRING 2014 DUE DATES FOR INTERNSHIP REPORTS AND EVALUATIONS**

Standard Spring Internship Start and End dates: **January 15-May 9**

**\*If your starting and ending dates vary from these dates, contact the Internship Office for alternate due dates.**

**DUE DATES FOR REGISTRATION MATERIALS:**

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| --- | --- | --- |
| **Date** |  | **Item Due** |
| Dec. 9 |  | Registration for Internship can be completed online at:<https://apps.csbsju.edu/internship/learning-contract/form.aspx> **\*\*Signatures from your faculty moderator, department chair, and site supervisor will now be collected via the online system.** |
| **Check Dates** |  | **Legal and Professional Issues session**-required as a apart of registration process-dates are posted on Internship Website Calendar: [www.csbsju.edu/internship](http://www.csbsju.edu/internship)  |

**DUE DATES FOR** **REPORTS & EVALUATIONS TO THE INTERNSHIP OFFICE/OTHER REQUIREMENTS**:

|  |  |  |
| --- | --- | --- |
| **Date** |  | **Item Due** |
| Feb. 10 |  | \*Intern’s First Report-**Note:** Global Business Leadership (Management) and Accounting Interns will be required to do weekly reflections on **Moodle** instead of the first report |
| Feb. 17-Mar. 14 |  | Schedule site visit/conference call between these dates—Schedule early!-Involves your **supervisor(s), faculty moderator,** and the **Assistant Director of Experiential Learning & Community Engagement****-**See green sheet with instructions and sample questions given to you with your registration materials |
| Feb. 28 |  | \*Joint Mid-Term Evaluation-Meet with your supervisor(s) to discuss **before** sending it |
| April 7 |  | \*Intern’s Second Report-**Note:** Global Business Leadership (Management) and Accounting Interns will be required to do weekly reflections on **Moodle** instead of the second report |
| May 9 |  | \*Supervisor’s Final Evaluation |
| May 9 |  | \*Intern’s Final Self-Evaluation |

\*Electronic submission of report and evaluation forms is preferred.

-Forms are available on the Internship website: [**http://www.csbsju.edu/internship/ops/current\_interns.htm**](http://www.csbsju.edu/internship/ops/current_interns.htm) ***or*** you may also download forms from **Outlook Public Folders/subfolder “Academics”/subfolder “Internship”** and email completed reports/evaluations to your Faculty Moderator **and** Laura Hammond lhammond@csbsju.edu .

If you won’t have regular access to your email account during your internship, contact the Internship Office for alternatives for submitting forms.

**DUE DATES FOR** **FACULTY-DETERMINED MEANS OF EVALUATION:**

These Means of Evaluation will be listed on your ***Registration For Internship – Learning Contract*** form.

 -Check with your faculty moderator for due dates.

 -**Send originals of this evaluation data directly to your Faculty Moderator. Email is usually preferred.**

 **Journal:** if required, send directly to your faculty moderator(s) weekly, monthly or as instructed.

 -The Internship Office does not need a copy.

**Short papers, essays or reports:** if required, send directly to your faculty moderator.

 -The Internship Office does not need copies.

**\*\*\*PLEASE KEEP COPIES OF ALL YOUR PAPERWORK\*\*\***

**Please inform the Internship Office if you are unable to meet any deadlines!**

**If you have questions regarding due dates, call the Internship Desk at 363-5799.**

**CSB/SJU Internship Program**

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