## CENTER FOR INTEGRATED TRAINING & EDUCATION- CITE

Internship Orientation meeting- Cohort 67

**PERTINANT INFORMATION DOCUMENT**

1. Greetings and Salutations
2. Purpose of Meeting

 **THE PROPOSAL**

Due by **(a) Saturday, November 12, 2022- For an unofficial internship start date of December 12, 2022.**

**(b) All remaining proposals are due no later than Thursday, December 1, 2022 for a start date of January 1, 2023.**

 **To begin the Internship, you need to have**

 **the following**:

 1) Internship proposal submitted to CITE Mike@citeprograms.com

 2) Approval letter received from Michael Schildkraut

 3) Registration forms and survey forms sent to Barbara

 Barbara@citeprograms.com **Please send immediately** but these forms must be received by Barbara **by December 31, 2022**)

 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

 **PAYMENTS**

###  EDA 546

Payment of $1,095 or $2,190-**Please pay via the link located on this**

 **document**

* EDA 546 - Pay **before you submit your proposal**
* EDA 547 - Pay by **June 1, 2023**

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###  ONE TERM INTERNSHIPS

Requests for one term Internships must be submitted by email and sent to Mike@citeprograms.com between the dates of **December 5th, 2022 and December 8th, 2022**.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@citeprograms.com **no later than December 19, 2022.**

 **SEMINARS**

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

 at the beginning of each month for seminar listings.

 **PAYMENT LINKS**

 **Cohort 67 only**

 **Link for Payment for Internship EDA546:**

 <https://secure.usaepay.com/pay/lnkt6jxhtjdw59vg0/pR86R62f>

#  Link for Payment for Internship EDA547:

 <https://secure.usaepay.com/pay/onkt6r3stp41vqjf3/8fnrUH9B>

**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**