## CENTER FOR INTEGRATED TRAINING & EDUCATION- CITE

Internship Orientation meeting- Cohort 69

**PERTINANT INFORMATION DOCUMENT**

 **THE PROPOSAL**

Due by **(a) Saturday, July 15, 2023 for an unofficial internship start date of Monday, August 7, 2023**

**(b) All remaining proposals are due no later than Friday, August 11, 2023 for a start date of September 1, 2023.**

**These due dates are hard and fast. There will be no extensions granted for any reason.**

 **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 Michael

 Mike@citeprograms.com **Please send immediately** but these forms must be received by Michael **by August 1, 2023**)

 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 **January 1, 2024**

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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 **August 23, 2023 and August 25, 2023**.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 August 31, 2023.**

**SEMINARS**

All students must attend SEVEN Internship seminars in order to meet the Internship requirements. These seminars are given each month throughout the year. Please check the In-CITE Newsletter at <https://www.citeonline.com/project/administration-current-students/>

 on the first business day of each month for seminar listings and times.

 **PAYMENT LINKS**

**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!!**

**Cohort 69 only**

**Link for Payment for Internship EDA546:**

  <https://secure.usaepay.com/pay/cnkt6j8t9md3r3hvb/IMxwDexF>

 **Link for Payment for Internship-EDA 547:**

    <https://secure.usaepay.com/pay/fnkt6jn5mr0tvmwjb/MTcIwDVr>