**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Cohort # 69**

**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) The College of St. Rose Internship Commitment Form

 9) A List of the Four Courses Completed Before Beginning Internship.

 10) A Copy of the Receipt of Payment for EDA 546

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