## CENTER FOR INTEGRATED TRAINING & EDUCATION- CITE

Internship Orientation meeting- Cohort 70

**PERTINENT INFORMATION DOCUMENT**

**THE PROPOSAL**

Due by **(a) Monday, December 4, 2023 for an internship start date of Monday, January 1, 2024**

**This due date is 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](mailto:Mike@citeprograms.com)

2) Approval letter received from Michael Schildkraut

3) Registration forms and survey forms sent to Barbara

[Barbara@citeprograms.com](mailto:Barbara@citeprograms.com) **Please send immediately** but these forms must be received by Barbara **by December 4, 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 & EDA 547

Payment of $1,095 for EDA 546 or $2,190 for EDA 546 & 547-**Please pay via the link located on this**

**document**

* EDA 546 - Pay **before you submit your proposal**
* EDA 547 - Pay by **June 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 **December 18, 2023 and December 21, 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 December 27, 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**

**Cohort 70 only**

**Link for Payment for Internship EDA546:**

<https://secure.usaepay.com/pay/lnkt6jxr9bzztfg6h/GLt151j3>

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

<https://secure.usaepay.com/pay/onkt6r3stp170svbb/XCphnSY3>

**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!!**