

Experience & Professional Development

EXPLORE. DO. REFLECT. CONNECT.

Hours: Mon-Fri, 8:30-4:30

CSB: Academic Services Building, 320-363-5707; SJU: Mary Hall 10 & 25, 320-363-3236

Fall 2018 DUE DATES FOR INTERNSHIP REPORTS AND EVALUATIONS

Preferred Fall 2018 Internship Duration: Aug. 27 – Dec. 11

Minimum internship duration must correspond to number of credits earned. Please verify [here](#).

DUE DATES FOR REGISTRATION:

| Date | ✓ | Item Due |
|---|---|---|
| Priority Registration: •May 11 Final Registration: •Aug 31 | | Registration for internships can be completed online at: https://apps.csbsju.edu/internship/learning-contract/form.aspx **Required signatures from your faculty moderator, department chair, and site supervisor are collected via the online system. |

DUE DATES FOR REPORTS & EVALUATIONS:

| Date | ✓ | Item Due |
|--|---|--|
| Before or During the First Week of Your Internship | | *The Legal and Professional Issues video can be accessed online using your CSB/SJU username and password: https://apps.csbsju.edu/internship/legal-issues/ . - Note: Your faculty moderator and the XPD Office will be notified once you've completed this assignment. |
| Sep. 27 <i>Due within the first month, or where shorter, within first two weeks.</i> | | *Intern's First Report - Note: Global Business Leadership and Accounting/Finance Interns will be required to do weekly reflections on Canvas instead of the first report. |
| Oct. 10 – Nov. 2 <i>Due half way through internship</i> | | *Schedule site visit/conference call between these dates – it's never too early to start planning/organizing this! - Involves your site supervisor(s) and faculty moderator. - Please complete this form to document the visit: https://www.csbsju.edu/forms/L26M8W8WVQ.aspx - For instructions on scheduling and sample questions to discuss at your site visit: https://www.csbsju.edu/Documents/Internship/2017%20Major%20Update/SV-CC%20Instructions%20update2017(0).pdf |
| Oct. 26 <i>Due half way through internship.</i> | | *Joint Mid-Term Evaluation -Meet with your supervisor(s) to discuss before sending it and submitting online <u>together</u> . |
| Dec. 12 <i>Due at end of internship.</i> | | *Supervisor's Final Evaluation -Your supervisor will complete this on their own, online. |
| Dec. 12 <i>Due at end of internship.</i> | | *Intern's Final Self-Evaluation -You will complete this <u>on your own</u> , online. |

*Electronic submission of report and evaluation forms is preferred. Forms are available online:

<https://www.csbsju.edu/xpd/experience-based-programs/internship-program/students/reports-and-evaluations>

DUE DATES FOR FACULTY-DETERMINED MEANS OF EVALUATION:

The “Means of Evaluation” (or homework required for your internship) will be listed on your *Internship Learning Contract/Registration form*. Check with your faculty moderator for due dates on:

- **Journal/s:** if required, send directly to your faculty moderator(s) weekly, monthly or as instructed. *The Internship Program does not need a copy/copies.*
- **Short papers, essays or reports:** if required, send directly to your faculty moderator. *The Internship Program does not need a copy/copies.*

Please inform your faculty moderator if you are unable to meet any deadlines!

If you have questions regarding required report due dates, call the Internship Coordinators at (320) 363-5256.

CSB/SJU Internship Program, Office of Experience and Professional Development (XPD)

Laura Hammond (lhammond@csbsju.edu) and

Student Internship Coordinators (internsw@csbsju.edu)

37 S. College Avenue, Academic Services Building (Second Floor)

CANVAS COURSE FOR ACADEMIC INTERNS:

The XPD Office operates and maintains a Canvas course for all students earning academic internship credit at CSB/SJU. **Please note, this page is separate from any Canvas coursework or pages your faculty moderator might create/use.** Any student who accesses the online, internship registration form will have access to the site. Tools included here will provide insight for the registration process, houses required reports to complete during your internship, and offers tips for how to best to maximize the internship experience!



Access the Canvas Course here: <https://csbsju.instructure.com/courses/9551>

COLLEGE OF
Saint Benedict  **Saint John's**
UNIVERSITY

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