

Internship/Capstone Timeline and General Expectations (for students)

General Expectations:

- Check your CSMB Gmail account at least twice a day.
- Respond promptly (within 24 hours) even if just to say, "I got your email" or "schedule change noted." This applies to Collegiate staff, internship partners, and capstone mentors. If you are not sure whether a response is appropriate, just respond.
- Use google calendar to keep track of your internship hours, mentor meetings, deadlines, etc.
- If you must miss an internship day or scheduled capstone mentor meeting, inform the CSMB coordinator **and** your internship supervisor or mentor as soon as you know you will have to miss the day. This includes missing a day for planned Collegiate events. Absences should be rare and only due to severe sickness and/or emergencies.
- If you will be more than 5 minutes late, inform the CSMB coordinator and your internship supervisor as soon as you know you will be tardy. Yes, if you are just running late we need to know.
- Be professional in dress, spoken, and written communication.
- Fill out time sheets daily (or swipe in and out) and turn in to the Internship Coordinator every other Wednesday according to due dates (below). These should be signed by your supervisor **every day**, not just when they are due. Capstone students must turn in time sheets for any activities off of Collegiate's campus following the same guidelines.
- Keep daily lab notes of activities, terminology, etc. in a carbon notebook. Turn in carbon copies to PLTW instructor according to due dates (below).
- Write reflective journal entries about your experiences. Turn in to PLTW instructor using Turnitin according to due dates (below).

Important Dates:

November 30: Parent/Guardian Permission Letter and Internship Agreement due. Must be signed by parent/guardian even if student is 18.

NOTE: Parent/Guardian Permission Letter is also required from Capstone Students so they may be assigned a mentor and leave Collegiate for meetings, observations, etc.

December 14: All required documents, immunizations, training, etc. for each student's particular internship site must be turned in.

January 8: First day of internship and capstone!

March 25-29: Spring Break! Internship attendance is not required during spring break, as I cannot supervise. Make sure you let your internship supervisor know ahead of time whether or not you plan to attend this week.

April 25: Last day of internship.

Due dates for internship timesheets (turned in to internship coordinator), daily notes (turned in to PLTW instructor), and reflection journals (submitted via Turnitin). Put these dates in your calendar:

January 23, February 6, February 20, March 6, March 20, April 3, April 17, May 1 (every other Wednesday)

April 30 & May 2: Mandatory presentation preparation sessions at Collegiate for entire school day.

May 10: Internship/Capstone Symposium! This is where you present!