

# Internship Timeline and General Expectations 2021-2022 (for students)

## General Expectations:

- Check your SLPS email 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 and internship partners.** If you are not sure whether a response is expected, just respond.
- Use your Teams/Outlook calendar to keep track of your internship hours, deadlines, virtual check-ins, etc.
- If you must miss an internship day, inform the CSMB coordinator **and** your internship supervisor as soon as you know you will have to miss the day. This includes missing a day for planned Collegiate events, a snow day, or spring break. 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 Collegiate time sheets daily (or swipe in and out) and turn in to the internship coordinator every other Friday according to due dates (below). These must be signed by your supervisor **every day**, not just when they are due. Turn in your Collegiate time sheet by placing it in the appropriate bin in the internship coordinator’s office on the due date.
  - **If you are sick/quarantined on a due date:** If you are absent or not in the building on a given due date, you may turn in your time sheet through Microsoft Teams by 3:00 on the due date. You will turn the hard copy in as well upon your return to the school building.
  - **Hybrid Note:** Hybrid internships can have the whole week’s hours signed on the in-person date each week, but make sure you communicate your hours on your virtual days as well.
  - **Virtual Note:** The process of having your supervisor “sign” your form may be different and will be discussed with each site. However, do make sure that your attendance and daily hours are recorded and communicated to your supervisor **in writing** every day that you attend.

- Keep daily notes of activities, terminology, etc. in a notebook (fine for all internships) or electronically (for virtual days only).
  - Make sure you have notes for ALL Tuesdays and Thursdays during that internship period.
  - If you do not attend internship one of the days, make sure that date is included in your daily notes, but instead of writing a paragraph, just state the reason you did not attend. Examples: “I was sick,” “the site cancelled today,” “spring break,” etc.
  - Make sure that each entry is labelled clearly with the date and day of the week.
  - Turn in daily notes by placing them in the appropriate bin in the internship coordinator’s office on the due date (see below).
  - If you are absent or not in the building on a given due date, you may turn in your daily notes through Microsoft Teams by 3:00 on the due date. You will turn the hard copy in as well upon your return to the school building.
- Write reflective journal entries about your experiences. Turn in to Biomedical Innovations instructor using Turnitin according to due dates (below).

## **Important Dates:**

**January 18: First day of internship!**

**January 25–February 15:** Initial Observation Period

**February 18:** Initial Evaluation Due

**February 24–March 17:** 2<sup>nd</sup> Observation Period

**March 21-25:** Spring Break! (attending your internship is optional, but if you need to communicate with your internship supervisor if you do not plan to attend this week)

**March 31–April 21:** Final Observation Period

**April 21:** Last Internship Day & Final Evaluation Due

**April 25–May 13:** Presentation Skills Assignments and Live Sessions

**Date/Time TBD, between May 10 and 18:** Internship/Capstone Virtual Symposium!

**Due dates for Collegiate time sheets and daily notes (turned in to internship coordinator), reflection journals (submitted to BI instructor via Turnitin), and Learn & Earn time sheets (emailed to STL Youth Jobs). Put these dates in your calendar:**

**January 28, February 11, February 25, March 11, March 25, April 8, April 22**

**COLLEGIATE SCHOOL OF MEDICINE AND BIOSCIENCE**  
**INTERNSHIP PROGRAM**  
**Grading Rubric**

<b>Percent of Grade</b>	<b>Rubric Item</b>
35*	Completion of 90 hour minimum and daily attendance at internship site as documented on Collegiate time sheets
15	Daily Notes and Biweekly Reflection Journals
10	Expectation Compliance (completing paperwork on time, using calendar, punctuality, unexcused absences, attending mandatory meetings, adhering to rules and guidelines, etc.)
10	Initial Evaluation
10	Final Evaluation
20	Final Presentation

\*Failure to document all hours using Collegiate's time sheets or another approved method will result in an automatic F in the course.