

Internship Timeline and Expectations (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 Collegiate 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. Excessive absences and/or failure to alert the Collegiate coordinator and site supervisor of a missed day **before** the start of the shift will result in suspension and/or removal from the internship program.
- If you will be **more than 5 minutes late**, inform the Collegiate coordinator and your internship supervisor as soon as you know you will be tardy. Yes, we need to know even if you are just running late. Excessive lateness will result in suspension and/or removal from the internship program.
- If there is a major change in your internship schedule on a given day (more than one hour), inform CSMB coordinator immediately. For example, if your internship site sends you home 2 hours early or if you need to come in late on a given day. Depending on the situation, you may be required to attend school for a portion of the day.
- If your site cancels your internship on a given day, you will inform the Collegiate coordinator and report to the Collegiate building as you would on a non-internship day.
- Be professional in dress, spoken, and written communication.

Document/Assignment Submission Details and Expectations:

- Fill out timesheets daily (or swipe in and out, if relevant) and turn in to the Collegiate internship coordinator on the appropriate Fridays according to due dates (see *Important Dates*).
 - Timesheets must be signed by your supervisor **every day**, not just when they are due.
 - Turn in your Collegiate timesheet by placing it in the appropriate bin in the internship coordinator's office on the due date.
 - Learn and Earn payments: to earn your scholarship money for a given time period, you need to complete two tasks by 9:00 a.m. on the due date.
 1. Enter your hours on SchoolLinks. You will be trained on this January 10.
 2. Turn in your Collegiate timesheet to Ms. Moyerman's office by 9:00 a.m. on the due date.
 - **If you are absent or not in the building on a given due date for any reason**
 1. To earn full credit: Turn in your timesheet through Microsoft Teams by 3:00 p.m. on the due date. Then, turn in the hard copy the day you return to the school building. If you do not follow both steps, you will only be eligible for late credit.
 2. For Learn and Earn Payment: turn in your timesheet through Microsoft Teams and SchoolLinks by 9:00 a.m. on the due date.
 - **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 as needed. However, 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 your lab notebook.
 - 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.
 - Label each entry clearly with the date and day of the week.
- Turn in daily notes by placing the carbon copies in the appropriate bin in the internship coordinator's office on the due date (see *Important Dates*).
 - **If you are absent or not in the building on a given due date for any reason**, turn in your daily notes through Microsoft Teams by 3:00 p.m. on the due date. Then, turn in the hard copy the day you return to the school building. If you do not follow **both** steps, you will only be eligible for late credit.
- Write reflective journal entries about your experiences. Turn in to BI instructor using Turnitin according to due dates (see *Important Dates*).

Important Dates¹:

January 7: All required documents, immunizations, training, etc. for each student's particular internship site must be turned in.

January 9: First day of internship!

January 10: Learn & Earn SchoolLinks Training

March 17-21: Spring Break! Internship attendance is not required during spring break, as the Internship Coordinator cannot supervise. Make sure you let your internship supervisor know whether or not you plan to attend this week ahead of time.

April 24: Last day of internship.

April 25–May 13: Mandatory presentation preparation, both asynchronous and live events.

May 14 afternoon/evening: Internship/Capstone Symposium! This is where you present!

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

January 10, January 24, February 7, February 21, March 7, March 13/24*, April 4, April 18, April 25

***Note on March 13/24 due date:** Thursday, March 13 is a Learn and Earn deadline only. Submit timesheets through Teams and SchoolLinks by 9:00 a.m. for payment. Daily notes, reflections, and hard copies of timesheets are due Monday, March 24 when we return from Spring Break.

¹ Dates are subject to change due to SLPS schedule and other unforeseen circumstances.

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

Percent of Grade	Rubric Item (SIS Category)
35*	Completion of 90 hour minimum and daily attendance at internship site as documented on Collegiate time sheets (PAR)
15	Daily Notes and Biweekly Reflection Journals (NBK)
10	Expectation Compliance: completing paperwork on time, punctuality, unexcused absences, getting any changes in internship hours approved by Collegiate internship coordinator, attending mandatory meetings, adhering to rules and guidelines, etc. (CLS)
10	Initial Evaluation (FOR)
10	Final Evaluation (SUM)
20	Final Presentation (PE)

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

Late Work Policy

Per school policy, late submissions of daily notes, biweekly reflections, and timesheets will earn 80% credit for one week. After that, the submission is NOT eligible for credit. However, failure to turn in these internship documents for two weeks after the due date will lead to an internship suspension or removal (see Internship Suspension/Removal Policy). In addition, it is a requirement to turn in ALL Collegiate timesheets. This is incredibly important for liability and bookkeeping reasons. If a student has not turned in and corrected/clarified (if necessary) every time sheet, the student will earn an F in the internship course.