

# Internship Timeline and General Expectations 2022-2023 (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.
- 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.**
- Be professional in dress, spoken, and written communication.
- Fill out timesheets daily (or swipe in and out) and turn in to the CSMB internship coordinator on the appropriate Fridays according to due dates (below).
  - 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.
  - **If you are absent or not in the building on a given due date for any reason**, turn in your time sheet through Microsoft Teams by 3:00 on the due date. Then, turn the hard copy in the day you return to the school building. If you do not follow both of these steps, you will only be eligible for late credit.
  - **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, 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 lab notebook with carbon copies (fine for all internships) or electronically (for virtual internships only, NOT recommended).
  - 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 the carbon copies 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 for any reason,** turn in your daily notes through Microsoft Teams by 3:00 on the due date. Then, turn in the hard copy the day you return to the school building. If you do not follow both of these steps, you will only be eligible for late credit.
- Write reflective journal entries about your experiences. Turn in to BI instructor (Ms. Matiase) using Turnitin according to due dates (below).

## Important Dates:

**January 6:** All required documents, immunizations, training, etc. for each student’s particular internship site must be turned in.

**January 10:** First day of internship!

**January 13:** Learn & Earn Training

**March 20-24:** Spring Break! Internship attendance is not required during spring break, as the Internship Coordinator cannot supervise. Make sure you let your internship supervisor know ahead of time whether or not you plan to attend this week.

**April 27:** Last day of internship.

**April 28–May 9:** Mandatory presentation preparation, both asynchronous and live events.

**Date/Time TBD, likely May 12 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 13, January 27, February 10, February 24, March 10, March 31, April 14, April 28**

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

<b>Percent of Grade</b>	<b>Rubric Item (SIS Category)</b>
35*	Completion of 90 hour minimum <b>and</b> 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 2 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 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.