

XPD SPRING 2019 INTERNSHIP DATES

Spring 2019 DUE DATES FOR INTERNSHIP REPORTS AND EVALUATIONS

Preferred Spring 2019 Internship Duration: Jan. 14 - May 3

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

Due Dates for Registration

Priority Registration: **Dec. 18** Final Registration: **Jan.18**

- Registration for internships can be completed [online](#)
- Required signatures from your faculty moderator, department chair, and site supervisor are collected via the online system.

Due Dates for Reports & Evaluations

DATE

Before or During First Week of Internship

ITEM DUE

[The Legal and Professional Issues video](#) can be accessed online using your CSB/SJU username and password.

-Note: Your faculty moderator will be notified once you've completed this assignment.

Feb. 7

Due within the first month, or where shorter, within first two weeks.

[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.

Feb. 25 - March 22

Due half way through internship

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 click [here](#).

March 19

Due half way through internship.

[Joint Mid-Term Evaluation](#)

-Meet with your supervisor(s) to discuss before sending it and submitting online together.

May 3

Due at end of internship

[Supervisor's Final Evaluation](#) - Your supervisor will complete this on their own, online.

[Intern's Final Self-Evaluation](#) - You will complete this on your own, online.



EXPLORE



DO



REFLECT



CONNECT

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, XPD - Experience and Professional Development
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>

CSB OFFICE

Academic Services Building
320-363-5707

XPD – EXPERIENCE & PROFESSIONAL DEVELOPMENT

www.csbsju.edu/xpd
Open Monday - Friday, 8:30 a.m. - 4:30 p.m.

SJU OFFICE

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320-363-3236