

XPD SPRING 2024 INTERNSHIP DATES

DUE DATES FOR INTERNSHIP REPORTS AND EVALUATIONS

Preferred Spring 2024 Internship Duration: January 16 – May 3

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

Due Dates for Registration

Priority Registration: Dec. 16, 2023

(Students need to complete the online registration linked below)

Final Registration: Jan. 16, 2024

(Students must have completed the online registration)

Registration for internships can be completed [online](#).

Required signatures from faculty moderator, department chair, and site supervisor is collected via the online system.

Due Dates for Reports & Evaluations

Due Date

Before or during first week of internship

February 9

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

March 11 – March 29

Due halfway through internship.

March 22

Due halfway through internship.

May 3

Due at end of internship

Item Due

[The Legal and Professional Issues video](#) can be accessed online using your CSB/SJU username and password. **Your faculty moderator can request notification about whether or not you've completed this assignment.**

[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.

Schedule the site visit/conference call between these dates – it's never too early to start planning/organizing this! For instructions on scheduling and sample questions to discuss at your site click [here](#).

-Involves your site supervisor(s) and faculty moderator and can be in-person or virtual (over Zoom). **Please complete [this form](#) to document the visit!**

[Joint Mid-Term Evaluation](#)

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

[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 “Internship Graded Evaluation Components” (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 access to this information.
- 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, email [XPD Coordinators](#).

CSB/SJU Internship Program, XPD - Experience and Professional Development

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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>



XPD- EXPERIENCE & PROFESSIONAL DEVELOPMENT

www.csbsju.edu/xpd

Open Monday - Friday, 8:30 a.m. - 4:30 p.m.



EXPERIENCE HUB