

XPD

Fall 2022 Internship Dates

Fall 2022 Due Dates for Internship Reports and Evaluations

Preferred Fall 2022 Internship Duration: Aug. 29 – Dec. 13

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

Due Dates for Registration

Priority Registration: May 5, 2022

(At a minimum, students must have registered for DNA 397 in their Banner Courseload. Students will also need to complete the online registration link below)

Final Registration: August 29, 2022

(Students must have registered for both DNA 397 and completed the online registration)

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

Required signatures from 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

Sept. 30

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

Oct. 21

Due halfway through internship.

Oct. 14 –

Oct. 28

Due halfway through internship.

Dec. 13

Due at end of internship.

Item Due

The **Legal and Professional Issues video** can be accessed online using your CSB/SJU username and password.

–Note: Faculty moderators can request updates to verify if 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.

Joint Mid-Term Evaluation

–Meet with your supervisor(s) to discuss and complete together before submitting online.

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.

–For instructions on scheduling and sample questions to discuss at your site click [here](#).

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.



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, or 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. XPD does not need a copy/copies.
- Short papers, essays, or reports: if required, send directly to your faculty moderator.

Please inform your faculty moderator if you are unable to meet any deadlines! If you have questions regarding required report due dates, call XPD Coordinators at (320) 363–5707.

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.