



Interoffice Communication

College of Arts and Sciences
Public Administration and Policy Analysis
(618) 650-3762 FAX: (618) 650-2786

TO: Fall 2009 Interns

From: Dr. T.R. Carr

Ref: Spring Internship Schedule

Please note and mark your calendars of the following internship meeting dates. All meetings will be in AH—3300 unless noted otherwise.

Should there be any changes you will be notified in advance by e-mail and/or telephone.

Dress Code for Internship Meetings:

All interns are to dress business casual (not student casual)

Class Meetings:

All interns are required to attend each session and arrive promptly at 9 am. Missed class meetings will result in loss of points. Only work related absences will be consider excused. Please email Dr. Carr to arrange a one on one meeting with him. Do not schedule doctor visits or tests during these meeting times.

August 25	9:00-11:00	AH3300	(Tuesday)
September 22	9:00-11:00	AH3300	(Tuesday)
October 27	9:00-11:00	AH3300	(Tuesday)
November 18	9:00-11:00	AH3300	(Wednesday)
December 15	9:00-11:00	AH3300	(Tuesday)

Journal due dates: (Hand In: **DO NOT EMAIL**)

September 22
October 27
November 18
December 15

Supervisor Evaluations: (Hand In: **DO NOT EMAIL**)

September 15
October 15
November 15

Final Supervisor Evaluation: (Hand In: **DO NOT EMAIL**)

December 15

Semester Project Summaries: (Hand In: **DO NOT EMAIL**)

December 15