

Interoffice Communication

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

TO: Summer 2011 Interns

From: Dr. T.R. Carr

Ref: Spring Internship Schedule

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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 considered excused. Please email Dr. Carr to arrange a one on one meeting with him. DO NOT scheduled doctor visits or tests during these meeting times.

May 31            9:00 - 11:00    AH 3300

June 28           9:00 - 11:00    AH 3300

July 26            9:00 - 11:00    AH 3300

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

June 28

July 26

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

June 28

July 26

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

August 2

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

August 2