



## **Process and Format for Submitting Administrative Internship Proposals to Cabinet**

1. Instructional Cabinet members *only* may submit an internship proposal to Instructional Cabinet.
2. Internship proposals must be developed using the format provided and the related administrative guidelines. The prospective intern, in collaboration with the proposing Instructional Cabinet member and potential internship supervisor, should develop this proposal.
3. Internship proposals should be presented to Instructional Cabinet at a minimum of three months prior to the proposed internships start date, thereby allowing sufficient time for appropriate review, feedback, and revision prior to Board recommendation and approval.
4. Instructional Cabinet will recommend the internship for approval to the BOCES District Superintendent.
5. The BOCES District Superintendent will recommend the internship for approval by the BOCES Board of Education.
6. Internship activity must not begin prior to Board approval.