

## COMMERCE INTERNSHIP PROGRAM

### KEY ACCOUNTABILITIES CHECKLIST

ACTIVITY/TASK	TIMELINE	
<b>Update Internship Information on OSCARplus</b> <ul style="list-style-type: none"> <li>Instructions will be emailed to you at beginning of internship</li> <li>Complete form on OSCARplus - <a href="http://www.oscarplumcmaster.ca">www.oscarplumcmaster.ca</a></li> </ul>	Week 2	<input type="checkbox"/>
<b>Learning Objectives – due to Manager and CBCD</b> <ul style="list-style-type: none"> <li>Fax to (905) 521-8632 or e-mail to <a href="mailto:cip@mcmaster.ca">cip@mcmaster.ca</a></li> </ul>	June 13 <sup>th</sup> (May starts) or October 10 <sup>th</sup> (September starts)	<input type="checkbox"/>
<b>CIP Fees Payment - \$1,104.15 due to CBCD</b> <ul style="list-style-type: none"> <li>Please see Payment Option Form for payment details</li> <li>Information on Health &amp; Dental Plan Fee can be found on MSU website</li> </ul>	July 1 <sup>st</sup> (May starts) OR November 1 <sup>st</sup> (September starts) OR Two months after start of internship	<input type="checkbox"/>
<b>Site Visit by CBCD</b>	October-November (May starts) or February-March (September starts)	<input type="checkbox"/>
<b>Internship Report – due to CBCD</b> <ul style="list-style-type: none"> <li>Refer to Template on Avenue to Learn</li> </ul>	End of Internship	<input type="checkbox"/>
<b>Internship Final Evaluation – due to CBCD</b> <i>*this document will be sent to you near end of internship</i>	End of Internship	<input type="checkbox"/>

All of the above documents can be found on Avenue to Learn under the Commerce 3IN0 Course:

<http://avenue.mcmaster.ca>

#### QUESTIONS?

Contact the Centre for Business Career Development (CBCD)  
at 905-525-9140 ext 24611

Relationship Managers:

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