Week of January 24, 2022

First of all, let me say that I am delighted all of you are just about placed at some really cool sounding internship sites. I am looking forward to hearing about your experiences this semester!

When you start working, make sure to keep **WEEKLY** time sheets and turn them in to me signed by your site supervisor and totaled up when you hit 20, 40, 60 and 70 hours.

The **first** section of your SMART Goals assignment is on Friday, January 28. A number of you have had to complete this already for your interview. These goals will be the framework for your semester’s work at your internship site.

This assignment should be turned in to TEAMS no later than 4:00PM EST.