

Internship Presentation Procedures

1. Submit the Internship Contract immediately upon starting the internship.
2. Schedule an oral exam date with your committee members and notify the CBS Office to schedule the exam location.
3. Provide a list of your committee members to the CBS Office so that their attendance can be verified.
4. Request any media equipment you will need for the presentation from the Math Department main office and/or Media Services.
5. Submit a written internship report to all committee members no later than two weeks prior to the presentation date.
6. Submit an abstract to the CBS Office one week prior to the presentation. An announcement will be drafted and distributed on the CBS listserv.
7. Day of the presentation: Student must make sure that the equipment at their exam location is working properly. (It is recommended that you check the room a day in advance.)
8. Presentation: Arrive 30 minutes early to setup and address any last minute issues. Plan to speak for approximately 30 minutes. Expect a 20 minute discussion with your committee members after the audience has been excused.