Fall 2015 Internship Calendar

August 1 - August 31
Internship Opportunities are Posted in TribeCareers

If you need assistance developing or posting an internship opportunity, please call Sean Schofield at (757) 221-3236

August 31 - September 15
Students Apply for Internships and Participate in Online Orientation Module (Available at from the Cohen Website or directly at: http://bit.ly/1LAs2Js)

This online orientation module is designed to replace the in-person LIP Orientation from previous years. Students MUST complete the module to be eligible for internship Opportunities.

September 15
Deadline for Students to Apply to Internships

All Internships must be applied for by this date in order to allow sites enough time to screen each candidate.

September 16
All sites notified of Student Applicants

TribeCareers will automaticaly generate packets to any Internship host that requested packets in their postings.

September 17 - 25
Sites Review Applications, Begin Selection Process

Sites will spend time reviewing, extending interviews and selecting students for internship opportunities.

September 25
Deadline for Sites to Offer Internships to Selected Students

Internship sites must offer students positions by this date. Students have 72 hours to accept or decline internships, and each offer MUST be responded to!

September 28 - October 2
Internships Must Begin During this Week

Students must begin interning no later than Friday of this week. During the first week it is important to develop the Learning Contract with your Intern.

October 5
Learning Contracts Due to Cohen Career Center

Sites must send all completed learning contracts to the Cohen Career Center, Att: Sean Schofield, or by e-mail directly to smschofield@wm.edu.

December 4
Last Day of Classes/Internships

Students are not mandated to continue internships beyond this date. Exceptions may be made if agreed upon by both the Intern and the Site Supervisor.

December 18
Supervisor Evaluations Due to Cohen Career Center

The supervisor evaluation is an important part of our data collection helps to determine future program needs. Data should be submitted directly to Sean Schofield.