

Internship Placement Process

STEP 1: Skype Advising Session

Upon acceptance into the program, students will have a Skype advising session with the internship coordinator. During the interview, students should communicate their academic and professional goals, as well as specific learning objectives for the internship (such as skills they would like to acquire or build upon; positions or responsibilities they would like to learn more about; types of organizations they would like to work for or learn more about, etc.).

STEP 2: Edits and Amendments

Students may be asked to amend their resume and personal statement. The internship coordinator may suggest specific edits to make the student's portfolio more attractive to potential internship hosts. Students are responsible for acting on the internship coordinators' suggestions in a timely manner. After receiving a functional resume and personal statement, the internship coordinator will distribute these to potential internship host network.

Potential Internship Placement

Upon securing a potential placement, students will be offered a Skype interview (**Scenario 1**) or asked to contact their internship supervisor directly (**Scenario 2**).

Scenario 1: Skype Interview

If the Skype interview results in an internship offer, the student needs to accept or reject the offer in a timely fashion. If the offer is rejected by the student, the student has to speak to the internship coordinator and refine the goals and expectations for the internship.

Scenario 2: Direct Contact with Supervisor

Students are asked to contact their internship supervisor directly to learn more about relevant aspects of the host organization and internship duties and responsibilities. At this point the internship has been assigned. If the placement is not perceived as a good fit, the student must contact the internship coordinator for reevaluation.

 **Internship placements are usually finalized at least
14 days prior to the student's departure date**
