

Internship Timeline

This internship timeline is organized for a year-long internship program and should be considered a general guide for coordinators. Adjust the timing of coordinator responsibilities as needed based on the length of your program, term lengths, number of interns, etc. For example, although the first formal evaluation is in December, the coordinator may need to conduct some evaluations in early January based on the volume of site visits to accommodate internship schedules, winter break and illnesses.

August:

- Students attend class daily to prepare for their internship through rigorous and relevant curriculum.
- Coordinator gains knowledge on student career interests and skills during classroom instruction.
- Students finalize career interests with career research. Coordinator organizes career interest list for internship placements.

September:

- Students attend class daily to prepare for their internship through rigorous and relevant curriculum.
- Coordinator conducts outreach with local businesses to identify potential placements.
- Students are connected with placement opportunities and schedule interviews with managers (after mock interviews are completed).

October:

- Students attend class daily (through the end of the month) to prepare for their internship through rigorous and relevant curriculum.
- Students start their internship. The internship start date is determined by manager and intern.
- Coordinator conducts initial site visits and gathers information to write training plan drafts with the manager.
- Program forms are signed and submitted to the coordinator.

November:

- Interns report to the internship site regularly. Interns complete virtual reflection assignments for the internship course.
- Coordinator shares training plan drafts with managers and interns for review and approval.
- Coordinator visits interns at internship sites as needed.

December:

- Interns report to internship site regularly. Students complete weekly virtual reflection assignments for the internship course.
- Coordinator visits interns onsite for the **first evaluation** with the intern and manager present.

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January:

- Interns report to internship site regularly. Interns complete virtual reflection assignments for the internship course.
- Coordinator visits interns at internship sites as needed.

February:

- Interns report to internship site regularly. Interns complete virtual reflection assignments for the internship course.
- Coordinator visits interns onsite for the **second evaluation** with the intern and manager present.

March:

- Interns report to internship site regularly. Interns complete virtual reflection assignments for the internship course.
- Coordinator visits interns at internship sites as needed.

April:

- Interns report to internship site regularly. Interns complete virtual reflection assignments for the internship course.
- Coordinator visits interns onsite for the **third (final) evaluation** with the intern and manager present.
- Coordinator interviews students who registered for next year's internship program.

May:

- Current interns finish the required hours, assignments and final project.
- Coordinator organizes a year-end celebration to recognize interns' accomplishments and appreciation for participating managers (and organizations).
- Coordinator conducts exit interviews with interns for feedback on suggested program improvements.
- Coordinator gathers feedback from managers on suggested program improvements.
- Coordinator finalizes student interns for next year and identifies gaps in requested careers with existing partnerships.
- Coordinator expands necessary partnerships for next year based on student interests. Coordinator waits on placements given students will likely change career interests over the summer.