FDU VANCOUVER WIL PROGRAM TIMELINE

SUMMER INTERNSHIP TERM: May - July/August

Registration



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Orientation

November

Registered students are required to attend an orientation session where they are given information on the co-op work permit, important deadlines, and next steps in the program

Trainings

Dec - Jan

Registered students attend training sessions with career services which go over topics such as: resume/cover-letter writing, job search strategies, interview preparation, time management skills, and professional branding

Job Search

Jan - May

Registered students apply to internships and the career services team share internship opportunities if available

Oct - Nov

Students are able to register into the program during a 4-week period; this includes providing information on the program timeline, important dates, checking their eligibility, and submitting the registration form

Co-op Work Permit

Nov - Dec

Students attend a co-op work permit workshop and send their application by December as there is a 3-4 month waiting period; students send us a copy of their permit once they receive it

Appointments

Dec - Jan

Registered students have multiple one-on-one appointments with the internship team who will give tailored advice on their job search progress and application documents

Internship

Agreement

Host Site Check-Ins

May - July

Throughout the internship, interns are required to complete checkins on their progress, this may include site visits from the internship coordinator

Exit

Interview

July

After the internship is complete, students will meet with career services for an exit interview where any feedback or experiences during their internship is noted

May

Registered students need to provide an internship agreement signed by all three parties: Internship coordinator, internship supervisor, and the internship student

Supervisor Evaluation

July

Near the end of the internship, supervisors are required to complete an evaluation form regarding the intern's quality of work, this is shared with the internship program advisor

Grade Assigned

July

Internship program advisors will assign a grade based on the supervisors' evaluation and any assigned academic components



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