# 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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