## **WIL PROGRAM TIMELINE**

FALL INTERNSHIP TERM: September - December

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### **Orientation**

### March

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**

### May - June

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

### June - Aug

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



### Host Site Check-Ins

### Sep - Dec

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



### Exit Interview

### December

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

## Registration

## Feb - March

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

### March - May

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

## **Appointments**

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## May - June Registered student

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

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### **August**

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

## Supervisor Evaluation



### **December**

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**



### **December**

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

