

UNLV | COLLEGE OF
LIBERAL ARTS
**COLA Internship Program Timeline
Summer and Fall 2023**

Friday, January 13

- Internship site supervisor required annual training

Mon, March 6 - Mon, March 20

- Community partner request for Summer and Fall 2023 interns opens on the 6th and closes on the 20th
 - Due to the competitive nature of our program, not all sites will be approved.
 - Deadline for new and existing partners to submit their [Internship Training quiz](#) if they did not attend on 1/13.

Monday, March 27

- Community partners are contacted regarding accepted/denied status
- Student internship application opens

Summer 2023 Internship Term

Friday, April 28

- Deadline for Summer internship; student applications received after this date will be considered for Fall

Mon, March 27 - Mon, May 1

- Students will be paired with 1 of their top 3 sites
- Interviews between students and community partners take place
- Students are notified of internship placement and provided access to enroll in COLA 402 for credit
 - Note: Regardless of course selection, all students are required to complete a minimum of 120 internship hours by the end of the term and are to submit all program surveys.
 - Research interns are required to earn a research certification prior to their internship. They must complete the Collaborative Institutional Training Initiative (CITI) course on "The Protection of Human Subjects" [here](#).

Friday, May 5

- Deadline for community partners to alert us of Summer hiring decisions
- If your site requires background checks, then now is the time to commence those
- Note: If both parties would like to begin their internship prior to the official start date, then paperwork is due earlier and students must track their hours on our [provided spreadsheet](#)

Mon, May 15 - Fri, August 11

- Summer 2023 internship term, regardless of COLA 402 summer session
- Hiring paperwork due by **Friday, May 26**
 - Signed by both parties and submitted by students on behalf of site supervisors
 - CITI training is also due by this date for research interns
- Program surveys will be sent once a month (June 12, July 10, August 7)

Fall 2023 Internship Term

Friday, August 18

- Student internship application closes

Mon, May 1 - Mon, August 21

- Students will be paired with 1 of their top 3 sites
- Interviews between students and community partners take place
- Students are notified of internship placement and provided access to enroll in COLA 402 for credit
 - Note: Regardless of course selection, all students are required to complete a minimum of 120 internship hours by the end of the term and are to submit all program surveys.
 - Research interns are required to earn a research certification prior to their internship. They must complete the Collaborative Institutional Training Initiative (CITI) course on "The Protection of Human Subjects" [here](#).

Friday, August 25

- Deadline for community partners to alert us of Fall hiring decisions
- If your site requires background checks, then now is the time to commence those
- Note: If both parties would like to begin their internship prior to the official start date, then paperwork is due earlier and students must track their hours on our [provided spreadsheet](#)

Mon, August 28 - Fri, December 15

- Fall 2023 internship term
- Hiring paperwork due by **Friday, September 8**
 - Signed by both parties and submitted by students on behalf of site supervisors
 - CITI training is also due by this date for research interns
- Program surveys will be sent once a month (Sept 18, Oct 23, Nov 13)
- [COLA Connections Networking Mixer](#) - Save the date for **Tuesday, November 7**
- [End of Semester Celebration](#) - Save the date for **Friday, December 1**