

2020 Summer Internship Program

Student Expectations & Process

Process

1. Each intern must complete the common application to be eligible for the opportunities listed on the internship board
2. You must indicate opportunities that you are most interested (ranked from 1 to 10) on the application as we will seek to prioritize your preferences in addition to look for matches with your skill sets against host organization needs
3. We will not accept any applications after May 23rd 11:59pm PST
4. The Internship team will assess each candidate based on:
 - a. How the internship opportunity offered by the organization aligns with the student's reported coursework, experience and skill sets
 - b. Interest in interning with the business/firm/organization, and passion for the work of the organization/business
 - c. Qualities that might be discernible from the essay responses
5. The internship team will provide a short list of candidates to the employers to consider
6. The ultimate hiring decision will reside with the employer
7. Employers may seek to setup interviews with you after you have submitted the the application and they will contact you directly for this purpose
8. As this is the first time we are offering an internship platform, on a very tight timeline and during unprecedented times, there is a possibility that we may be unable to place you with any employer

Timeline

Dates	Action
May 23rd	Application deadline
Jun 1st-5th	Potential interviews with employers
Jun 6th-12th	Acceptance emails are sent out by the internship team on behalf of the host/employer, response is required within 24hrs
Jun - Aug	Employment commences at the Employer's desired date
Jun - Aug	Monthly touch points to assess progress, and post internship survey

Employer Expectations

Expectation	Employer
College Credit	It is the student's responsibility to inquire and receive consent from the employer prior to the start of the internship whether they are willing, able and eligible to meet college credit requirements.
Non-disclosure Agreement (NDA)	Non-disclosure agreements are common practice in the workplace today. Your employer may require you to sign non-disclosure agreements.
Employment Agreement / Company Handbook	Based on the HR structure of the company, you may be asked to sign an employment agreement and company handbook etc.
Recommendation Letter	Each employer at their sole discretion may or may not chose to provide recommendation letters based on their preference or company policy
Compensation	Each employer at their sole discretion may choose to offer a paid internship. We expect most internships on the platform to be unpaid.