



# Internship Timeline

## Spring/Summer

- Contact potential internship hosts and share specific requirements of the internship. For example, dates, number of hours (a minimum of 50), time (approx. 8 a.m.- 3 p.m.) and possible goals (mutually determined) should be discussed.
- If you have no contacts for your area of interest, contact Ms. Bray (bbray@grcs.org) who will work with you on ideas for a potential host (including past internship hosts). You will then need to complete the first responsibility listed above.
- Give the “*Winterim* Overview and Host Expectations” sheet to your potential internship host so they can learn more about *Winterim* and anticipate their involvement.

## August/September

- Communicate with your host to solidify the internship details. Reach an agreement with a host before turning in the Internship Application.

## October

- Completed Internship Applications must be received by November 1. If we do not receive your application by this time, you will sign up for a *Winterim* course. Applications are completed via a Google form.

## November/December

- Contact your internship host to schedule a visit to your internship location (Grand Rapids area only) in November or December. During this time make sure you ask any remaining questions, figure out parking, tour the building, and solidify your exact work schedule. Interns with host sites outside of Grand Rapids will need to review details via phone or email.
- Complete internship training.

## January - *Winterim*!

- Fulfill obligations as agreed upon with your host. Expect a visit from a member of the Grand Rapids Christian High faculty during the internship.

## January - post *Winterim*

- Your *Winterim* Internship Assignment must be complete for your supervisor to review. Your assignment will consist of your own website that includes:
  - Your resume and list of references
  - Photos of your internship
  - Completed daily record of hours and list of daily activities.
  - A paper about your internship
- Complete online evaluation of the internship program, and encourage your host to complete a short evaluation that will be emailed to them.