WINTER TERM INTERNSHIP TIMELINE and CHECKLIST

**September - early November: Secure your Internship and have your resume approved by CCI**

- Have your resume approved by a CCI Peer Career Advisor by visiting [Quick Questions](#). (Juniors studying abroad, [see FAQs](#).)
- Apply for opportunities on [Handshake](#) or [find your own](#)! Meet with a [Career Advisor](#) or [Peer Career Advisor](#) for help.

**Before early November: Identify and secure an Academic Sponsor**

- Identify a Middlebury faculty member as your Academic Sponsor- this can be your advisor or another faculty member.
- Discuss a plan that will help you make connections between your internship experience and your coursework at Middlebury.
- Identify at least three scholarly sources to list in your application for credit. You will use this as an intellectual framework for your experience and as relevant content for your final academic work.
- Your Academic Sponsor will receive a link (via a Handshake email) to complete an agreement form once student has completed application for internship credit.

**November 4-6, 2019: Register for any course during Winter Term Registration**

- If you plan to complete an internship but have not yet secured your internship or had it approved by CCI and the Curriculum Committee, register for any Winter Term class as a temporary placeholder. Failure to register for a class or an internship during WT registration means you will not be eligible for credit.
- If your internship is approved before WT registration, register on Banner for your internship; CCI will send you instructions once your internship is approved by CCI and the Curriculum Committee.

**December 1, 2019: Deadline for students to submit application for WT internship.** (Do not start application until you have these 3 documents ready: personal statement, approved resume, internship agreement.)

- Write [Personal Statement](#) (use template here). Also see sample academic sources [here](#).
- Complete [Application for Winter Internship Credit/Funding](#). Create Experience in Handshake by going to [Career Center > Experiences> New Experience](#). Complete entire application, then click Create Experience.
- Upload Approved Resume and [Personal Statement](#) to left-hand Attachment section of your Handshake Experience (no zip files).
- Upload Internship Agreement/Assumption of Risk and [Code of Conduct Form](#). Download from Experience (attached on left side); complete form and re-attach to Experience.
- [Intern Sponsor Agreement Form](#) (Internship Supervisor submits) A link to this form will be sent via a Handshake email to your Internship Supervisor once student has submitted all forms on Handshake.
- [Academic Sponsor Approval Form](#) (Faculty Academic Sponsor submits) A link to this form will be sent via a Handshake email to the faculty member once student has submitted all forms.

**January – February 2020: Complete your internship and all required paperwork**

- During your internship, complete Experiential Learning Lifecycle blog post (instructions to be provided).
- Submit final academic work to your academic sponsor.
- Submit self-evaluation to CCI. Funded students will also submit a donor thank you letter.
- Internship supervisor will also submit an evaluation.

Additional Questions? [See FAQs](#) or contact [Cheryl Whitney Lower](#).