WINTER TERM INTERNSHIPS
FOR-CREDIT TIMELINE and APPLICATION CHECKLIST

Starting now - early November, 2018: Secure your Internship

✓ Apply for opportunities on Handshake or find your own! Meet with a Career Advisor or Peer Career Advisor for help.

October 29-31, 2018: Register for any Winter Term Internship Course

✓ If you are planning to complete an internship but have not yet been approved or secured, 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.

✓ Note: "Approved" means it is approved by CCI and the Curriculum Committee.

Before early November, 2018: 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.

DEADLINE: November 30, 2018: Student must apply for credit in Handshake

✓ Write Personal Statement (use template here). Also see sample academic sources here.

✓ Application for Winter Internship Credit/Funding (Student submits)
  Create Experience in Handshake by going to Career Center > Experiences> New Experience
  Complete entire application and click Create Experience when done.

✓ Resume and Personal Statement (Student attaches both to left-hand Attachment section of your Experience).

✓ Internship Agreement/Assumption of Risk and Code of Conduct Form (Student submits)
  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 directly to your Internship Supervisor once student has submitted first two forms.

✓ Academic Sponsor Approval Form (Faculty Academic Sponsor submits)
  A link to this form will be sent directly to the faculty member once student has submitted first two forms.

January/February, 2019: Completing your internship

✓ Submit final academic work to your academic sponsor.

✓ Submit self-evaluation to the CCI. Students who receive grants will also submit a donor thank you letter.

✓ Internship supervisor will also submit an evaluation.