



WINTER TERM INTERNSHIP TIMELINE and CHECKLIST

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

- ✓ Visit [Quick Questions](#) to have your resume approved by a CCI Peer Career Advisor (PCA).
- ✓ Apply for opportunities on [Handshake](#) or [find your own!](#) Meet with a [Career Advisor](#) or [PCA](#) for help.

Before early November: Identify and secure an Academic Sponsor

- ✓ Identify a Faculty Academic Sponsor (your advisor or another Middlebury College 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 1-3, 2021: Register for any course during Winter Term Registration

- ✓ **Register for any Winter Term class as a temporary placeholder** if you have not yet secured your internship or had it approved by CCI and the Curriculum Committee. 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.

As soon as you secure your internship through December 1, 2021: Applications for Winter Term credit will be approved on a rolling basis. (Do not start application until you have 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** by [requesting an Experience in Handshake](#). Handshake>Career Center> Experiences. Answer all questions marked with an asterisk.
- ✓ **Upload CCI Approved Resume and Personal Statement** to left-hand Attachment section of your Handshake Experience (no zip files).
- ✓ **Complete [Winter Term Internship Agreement](#)** and upload it to the attachments section of your Handshake 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 internship sponsor form (above) has been received.

January – February 2022: Complete your internship and all required paperwork

- ✓ During your internship, write a reflection on CCI's Experiential Learning Lifecycle Hub.
- ✓ 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 at [go/WTinternships](#) or contact [Cheryl Whitney Lower](#).