Internship Program Outline

Learning Outcomes for your Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Program Dates** |
| Interview  |  |
| Onboarding  |  |
| Performance Evaluation |  |
| Internship Close |  |

Use the academic calendar to determine the best dates for interviewing, onboarding, performance evaluation and closing the internship program.

[Link to UF Academic Calendars](https://catalog.ufl.edu/UGRD/dates-deadlines/pdfs/)

[Link to Santa Fe Academic Calendars](https://www.sfcollege.edu/registrar/calendars/critical-dates/index)

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| **Sample list of Projects** |
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To-Do

* Create Job Application
	+ Job Description
	+ Start Date
	+ Desired qualifications
* Post to Chambermaster
* Post to [Gator CareerLink](https://career.ufl.edu/students/student-gator-careerlink/)
* Post to [Santa Fe](https://www.sfcollege.edu/careerplacement/employers/index)
* Determine what you will need to provide your intern
	+ Computer?
	+ Desk Space?
	+ Feedback for academic credit?
	+ Parking pass?