



## Internship Program Outline

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

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

[Link to UF Academic Calendars](#)

[Link to Santa Fe Academic Calendars](#)

Program Dates	
Interview	
Onboarding	
Performance Evaluation	
Internship Close	

Sample list of Projects

### To-Do

- Create Job Application
  - Job Description
  - Start Date
  - Desired qualifications
- Post to Chambermaster
- Post to [Gator CareerLink](#)
- Post to [Santa Fe](#)
- Determine what you will need to provide your intern
  - Computer?
  - Desk Space?
  - Feedback for academic credit?
  - Parking pass?