

# The Career Center, Haworth College of Business

## Business Internship Timeline

### How do I hire a student intern from the Haworth College of Business?

#### Post Job Description or Attend Career Event to Collect Resumes

- 1) Email a copy of job description for your internship to The Career Center at the address below. Sample Internship/Co-op descriptions and hourly/salary pay rates are available for your reference. The Career Center will create an account for you on Broncojobs, the software where employer contact information and job descriptions are maintained and available for students. You may post positions, search for and download candidates' resumes, register for career events and monitor your on-line interview schedules. The Career Center will promote your internship to qualified student candidates.

#### Screen and Select Candidates

- 2) Interested students will apply directly to you by submitting their resume through Broncojobs or through your organization's preferred application method. The employer conducts interviews, checks references (we can refer you to key faculty for reference checking), and makes offers of employment to student.

#### When are interns available?

Summer internships are typically 3-4 months: May - August

Part-time Internships are typically during the academic year: September - April

Full-time Internships (Co-op) are typically 4-6 months: July - December or January - Jun

School Year	Fall Semester September - December	Spring Semester January - April	Summer I Session May - June	Summer II Session July - August
Freshman	Students completing Pre-Business Administration (PBA)		Summer Job	
Sophomore	Part - time job or internship (< 20 hours/week) Finish PBA coursework		Sophomore Summer Internship or Summer Job	
Jr., Sr., +	Part - time Internship Students completing "major" requirements for BBA		Junior/Senior Summer Internship	

For assistance in starting a Business Internship Program or promoting an internship position to business students, contact:

Caroline Ray, Employer Relations Coordinator or Linda Ickes, Director  
The Career Center, Haworth College of Business  
(269) 387-2711  
[www.wmich.edu/business/thecareercenter](http://www.wmich.edu/business/thecareercenter)

Email internship description: [careercenter-hcob@wmich.edu](mailto:careercenter-hcob@wmich.edu)  
Log-in to WMU's Broncojobs: <http://wmich.experience.com/emp/sblogin>



