

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. Employers may consult Career Center professionals to promote your position and connect with students.

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.

Internship Credit

- 3) In some cases, academic credit may be available. To arrange academic credit, students must contact the academic advising office and faculty internship coordinator in their academic departments to seek approval and register for credit. For students receiving internship credit, employers may be asked to submit a job description of the internship, the number of weeks/hours worked, and a written performance review.

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 - June

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 or Full - 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:



The Career Center
Haworth College of Business
3020 Schneider Hall
Kalamazoo, MI 49008-5470

Phone: (269) 387-2711

Email: careercenter-hcob@wmich.edu

Website and log-in to BroncoJOBS: www.wmich.edu/career