

Full-time internships are typically 4-months: May – August.
Part-time Internships are typically during the academic year: Sept. - April.

School Year	Fall Semester Sept. – Dec.	Spring Semester Jan. – April	Summer I Session May – June	Summer II Session July – Aug.
1	Classes – 12-15 credits	Classes - 12-15 credits	Classes – 6 credits optional	Classes – 6 credits optional
2	Classes – 12-15 credits	Classes – 12-15 credits	Sophomore Internship: Interns are available for full-time employment late April through mid-August and often remain employed part-time with local employers during the academic year. Annual Recruiting Events: Engineering Opportunity Day, September; Career Day, October.; Career Fair, February and WMU’s on-line employment website: BroncoJOBS, anytime.	
3	Classes – 12-15 credits	Classes – 12-15 credits	Junior Internship	
4	Classes – 12-15 credits	Classes – 12-15 credits	Classes – 6 credits if needed	

Using the above timeline, take the following steps to hire a student intern from WMU:

- 1) Send a copy of **the internship job description** to Western Michigan University, Career & Student Employment Services or The Career Center at the Haworth College of Business (Depending on the majors you want to hire). Internship/Co-op descriptions and intern pay rates are available for your use in developing a description of your internship program. You will be issued an account **username** and **password** to access BroncoJOBS website. Using this account, you may post positions and search for candidates’ resumes by major, GPA, graduation date and keywords. We will also post the positions for you.
- 2) Interested students will apply directly to you by submitting their resume through BroncoJOBS website, email or through your organization’s website. The employer **conducts interviews, checks references and makes offer** to student.
- 3) Let us know the names and majors of students you hire by completing the **job offer reporting form**. Students will contact the **internship/co-op** coordinator in their academic department to register for internship/co-op credit, if applicable. For students receiving credit, you may be asked by the academic department to complete a **performance review document** at the conclusion of each internship period.

For assistance in starting an internship program or promoting an internship/co-op position with your organization, contact:


Western Michigan University Career Network
Career and Student Employment Services
(269) 387-2745
Career-network@wmich.edu

The Career Center, Haworth College of Business
(269) 387-2711
Careercenter-hcob@wmich.edu

To login and post jobs: www.wmich.edu/career