Experiential Learning: Internship Model

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

<table>
<thead>
<tr>
<th>School Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer I Session</th>
<th>Summer II Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Classes – 12-15 credits</td>
<td>Classes - 12-15 credits</td>
<td>Classes – 6 credits optional</td>
<td>Classes – 6 credits optional</td>
</tr>
<tr>
<td>2</td>
<td>Classes – 12-15 credits</td>
<td>Classes – 12-15 credits</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Classes – 12-15 credits</td>
<td>Classes – 12-15 credits</td>
<td>Junior Internship</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Classes – 12-15 credits</td>
<td>Classes – 12-15 credits</td>
<td>Classes – 6 credits if needed</td>
<td></td>
</tr>
</tbody>
</table>

Annual Recruiting Events:
- Engineering Expo: early October
- Business Career Day: mid-October
- The Career Fair: mid-February

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

1) Post your available internships to BroncoJOBS. If you are not linked to our site, create an account at [http://wmich.edu/career/employers](http://wmich.edu/career/employers) and request to link. Internship/Co-op descriptions and intern pay rates are available for your use in developing a description of your internship program on that same page. When you request to link to BroncoJOBS, you will be create a **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.

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 [Report a Hire 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:

Career and Student Employment Services
(269) 387-2745  
broncojobs@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](http://www.wmich.edu/career)