

Spring/Summer 2019

- Contact potential internship hosts and share specific requirements of the internship. For example, dates (January 6-17, 2019), number of hours (a minimum of 50), time (approx. 8 a.m.- 3 p.m.) and possible goals (mutually determined) should be discussed.
- If you have no contacts for your area of interest, contact Mrs. Polet who will work with you on ideas for a potential host (including past internship hosts). You will then need to complete the first responsibility listed above.
- Give the “*Winterim* Overview and Host Expectations” sheet to your potential internship host so they can learn more about *Winterim* and anticipate their involvement.

August/September 2019

- Communicate with host to solidify the internship details. Reach an agreement with a host before turning in the Internship Application.

October 2019

- Completed Internship Applications must be received in October (specific date TBD). If we do not receive your application by this time, you will sign up for a *Winterim* course. Applications are completed via a google form.

November/December 2019

- Contact your internship host to schedule a visit of your internship location (Grand Rapids area only) in November or December. During this time make sure you ask any remaining questions, figure out parking, tour the building, and solidify your exact work schedule. Interns with host sites outside of Grand Rapids will need to review details via phone or email.
- Attend internship training. These will be held before school on Monday mornings.

January 6-17, 2020 - *Winterim*!

- Fulfill obligations as agreed upon with your host. Expect a visit from a member of the Grand Rapids Christian High faculty during the internship.

January 22, 2020 - post *Winterim*

- Your *Winterim* Internship Assignment must be complete for your supervisor to review. Your assignment will consist of your own website that includes:
 - Your resume and list of references
 - Photos of your internship
 - Completed daily record of hours and list of daily activities.
 - A paper about your internship
- Complete online evaluation of internship program, and encourage your host to complete a short evaluation that will be emailed to them.