



Summer Internship Year Plan (Senior Project Track) For 3rd - year SIIT students

Thing to do	Period	
Students take a training request form (online) from their program secretary and fill in the form.	Class begins 2 nd semester	
Students check announcements of internships from companies at International Affairs and Corporate Relations Division or with their program.	Nov.- Dec.	
<p><u>Companies which screen by student applications</u></p> <ol style="list-style-type: none"> 1. Students should not apply to more than 4 companies. 2. Students must check for qualifications and required documents for applicants. Then, submit an application before the deadline of each company to the location specified on the appropriate announcement. 3. Students must always check their status from the companies they applied to. 4. Students must inform their program secretary and/or International Affairs and Corporate Relations Division after acceptance from a company. They need to prepare themselves for having an internship. 5. Students who do not pass the internship applications must find companies by themselves or by SIIT. 	<p><u>Companies arranged by students</u></p> <ol style="list-style-type: none"> 1. Students submit a training request form (online) to their program secretary. 2. Students will receive a letter from International Affairs and Corporate Relations Division to give to their company supervisor. 3. Students must always check for an acceptance letter from the company, and give it to their program secretary and/or International Affairs and Corporate Relations Division. 4. Students need to prepare themselves for having an internship. 	At the end of April
<p><u>Companies arranged by SIIT</u></p> <ol style="list-style-type: none"> 1. Students check vacancy announcements with their program secretary. 2. Students inform their program secretary which internship they choose, by filling in the required information and submitting required documents on Google Sheets spreadsheets. 3. Students need to prepare themselves for having an internship. 		
Students will have an internship meeting with their program secretary and get internship documents to bring to their company supervisor.	May	
Students have the practical training.	June-August	
Students and their company supervisor make a training activity plan together by filling out the plan in the Summer Training Activity , and sending it to their School.	Within the first two weeks after starting training	
Students must submit a Training Evaluation and Time Sheet(s) to their School	Within the first two weeks after finishing training	
Students send a training report and summer internship questionnaire to their SIIT supervisor.	Class begins for the new academic year	

Remark:

1. After acceptance from a company, a student must not change the company prior to a School's notification.
2. Students must accept the first acceptance from a company that they applied to, and will not be approved to cancel applications.
3. Students will get only one set of internship documents (cover letter, training activity plan, training evaluation, and time sheet) from their program to bring to their company supervisor.