



## Summer Internship Year Plan (Senior Project Track) For 3<sup>rd</sup> - year SIIT students

Thing to do	Period		
Students take a <b>training request form</b> from their program secretary and fill in the form.	Class begins 1 <sup>st</sup> semester		
Students check announcements of internships from companies at International Affairs and Corporate Relations Division or with their program.	Oct.- Dec.		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b><u>Companies which screen by student applications</u></b></p> <ol style="list-style-type: none"> <li>Students should not apply to more than 4 companies.</li> <li>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.</li> <li>Students must always check their status from the companies they applied to.</li> <li>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.</li> <li>Students who do not pass the internship applications must find companies by themselves or by SIIT.</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <p><b><u>Companies arranged by students</u></b></p> <ol style="list-style-type: none"> <li>Students submit a <b>training request form</b> to their program secretary.</li> <li>Students will receive a letter from their program secretary to give to their company supervisor.</li> <li><b>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.</b></li> <li>Students need to prepare themselves for having an internship.</li> </ol> </td> </tr> </table>	<p><b><u>Companies which screen by student applications</u></b></p> <ol style="list-style-type: none"> <li>Students should not apply to more than 4 companies.</li> <li>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.</li> <li>Students must always check their status from the companies they applied to.</li> <li>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.</li> <li>Students who do not pass the internship applications must find companies by themselves or by SIIT.</li> </ol>	<p><b><u>Companies arranged by students</u></b></p> <ol style="list-style-type: none"> <li>Students submit a <b>training request form</b> to their program secretary.</li> <li>Students will receive a letter from their program secretary to give to their company supervisor.</li> <li><b>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.</b></li> <li>Students need to prepare themselves for having an internship.</li> </ol>	At the end of April
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<p><b><u>Companies arranged by SIIT</u></b></p> <ol style="list-style-type: none"> <li>Students check vacancy announcements with their program secretary.</li> <li>Students inform their program secretary which internship they choose, by filling in a <b>training request form</b>.</li> <li>Students need to prepare themselves for having an internship.</li> </ol>			
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 <b>the Summer Training Activity</b> , and sending it to their School by fax.	Within the first two weeks after starting training		
Students must submit a <b>Training Evaluation and Time Sheet(s)</b> to their School by one of the following methods: <ol style="list-style-type: none"> <li>By fax or mailing (EMS) or E-mail from a company.</li> <li>Students submit them completely sealed, by themselves.</li> </ol>	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:**

- After acceptance from a company, a student must not change the company prior to a School's notification.**
- Students must accept the first acceptance from a company that they applied to, and will not be approved to cancel applications.**
- 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.**