

The following table outlines the major activities and timeframes for a student to consider in internship or co-op planning, using the prior semester as a general planning timeframe. Institutional and employer host site roles and responsibilities are also taken into consideration in these timeframes:

STUDENT INTERNSHIP PREPARATION TIMELINE										
	= activity taking place		= milestone reached							
<i>Number of weeks before Internship start</i>										
Approval Process for Internships for NOVA course credit	10	8	7	6-5	4	3	2	1	Start	
Contact Internship Specialist for verification of eligibility for an internship, if seeking course credit.										
Student sets up account in NOVA's College Central Network database (www.collegecentral.com/nova) to create/submit a resume and search for internships.										
Student applies for internship, participates in interview, and secures internship opportunity.										
Student submits internship offer letter and job description to Internship Specialist, who will obtain faculty advisor approval.										
Once approved, student completes College Internship Forms and obtains internship supervisor's signature on two forms.										
Student submits completed/signed internship forms to Internship Specialist for approval.										
Internship Specialist submits forms to faculty advisor and division dean for final approval.										
Internship Specialist contacts ELI Registrar to register student for online course and notifies student to pay for the course.										
Student contacts faculty/instructor to discuss course requirements/expectations prior to beginning internship.										

NOTE:

F-1 students should start process an additional 2 weeks earlier.

Students eligible for CPT Work Authorization will receive a letter from Internship Specialist, once they have paid for the internship course, which they would submit along with internship offer letter to the campus International Students Office to initiate the CPT Work Authorization process (which can take up to 10 days). F-1 visa status students are not allowed to begin working in a paid internship until they have received their approved CPT Work Authorization.