

Important Dates:

By March 8th:

- Decide which program you want to participate in;
 - **4 week** – July 1st-July 26th
 - **8 week** - June 17th-August 9th
- Decide if you will offer paid or unpaid placement. (VCOE liability coverage is available for unpaid interns)
- Provide a job description outlining job duties and student learning competencies, (examples of excellent job descriptions are available by request)

On March 12th

- Participate in Internship Fair at TO Library from 5:30-7 p.m.

By May 15th

- Review applications provided by schools and interview applicants

By June 1st

- Notify applicants and administrator of selected applicants (administrator will notify students not accepted).

By June 10th

- Coordinate a training plan with CEC Teacher for intern(s) selected and sign Community Classroom Agreement
- Provide intern schedule.

On July 26th

- Attend CITY Commencement and receive Civic acknowledgements

By August 10th

- Complete on-line evaluation of the program and intern