

INTERNSHIP APPLICATION PROCESS

INFORMATIONAL MEETINGS:

All prospective interns are asked to attend an informational meeting. We will have 3 information sessions this semester on February 6th, February 27th, March 20th. They will take place before the Wesley service at 7:40 on the 4th floor of Tate and will last 15 minutes. The purpose of these meetings is to give an overall corporate vision for the internship program.

APPLICATION:

The application can be found on our website: ugawesley.org. The purpose of the application is for you to provide us with information that will enable us to gauge how we can best serve you if you are on staff with us. Applications are due MARCH 22, 2019. Once the application is filled out and you have attended an informational meeting, we will set contact you to set up time for a one on one interview.

INTERVIEW:

We want to get to know you and we want you to get to know us. You will have the opportunity to ask us questions, and we will use the meeting to gather further information that will help us to set you up for success.

ACCEPTANCE:

Once you have applied and had your interview, we will contact you via email as it pertains to your acceptance to the Internship Program. This is a rolling acceptance process, but we will aim to have your acceptance emails sent out within two weeks after your interview.

Within the acceptance email, there will be an option for you to choose the 'YES' button.

Upon doing that we will be notified that you have decided to accept the offer to Intern and you will officially be put into our staff system for the upcoming year.

SUMMER:

Once the contract is turned in, you will receive your welcome package that will include instructions for preparing to be on staff, summer reading guidelines, and a schedule of what to expect from us. At the time of acceptance, a \$25 down payment of your internship fee is due. This helps cover the cost of your books you are asked to read in preparation for the internship.