

PoND Internship Procedures (pre-COVID-19)

For Internships Starting September 2020

- 1) The PoND Program Coordinator will circulate a call for internship postings to industrial partners in April.
- 2) All internship positions will be posted on the PoND website by **Monday, May 4, 2020**.
- 3) PoND students should submit their application packages (including CV and cover letters) along with a ranked list of their top 5 positions to the PoND Program Coordinator by **Friday, May 8, 2020. Students must rank and be prepared to accept at least 3 positions.**
- 4) The PoND Program Coordinator will send application packages to companies by **Monday, May 11, 2020**.
- 5) Companies should contact students and conduct interviews between **Wednesday, May 13** and **Wednesday, May 20, 2020**.
- 6) Companies should submit a ranked list of their top (up to 3) hireable candidates for each position to the PoND Program Coordinator by **Friday, May 22, 2020. Students and companies must not discuss their rankings with each other.**
- 7) In consultation with the ILIAC chair, the PoND Program Coordinator will match students and companies. The matching process will involve a number of factors with the placement of all applying students being the top priority. **Therefore, top rankings by students and/or companies will not necessarily lead to a match.**
- 8) The PoND Program Coordinator will inform students and companies of internship assignments by **Wednesday, May 27, 2020**. By the same date, the PoND Coordinator will also inform the ILIAC chair of any students who have not been matched with companies.
- 9) Companies should contact assigned students with formal offers by **Wednesday, June 3, 2020**.
- 10) If necessary, the ILIAC will meet by **Wednesday, June 17, 2020** to discuss finding positions for any unmatched students.

***Note:** Students wanting feedback on their CV and cover letters should prepare these well in advance (in December) and submit drafts to the ILIAC member at their institution at the latest by **April 29, 2020** in order to receive feedback by **May 4, 2020**. Cover letter drafts submitted for feedback should be generic (leaving company names and position information blank) so that they can be modified accordingly when the student applies for specific positions.