

Timeline for Education Department Internships: What to Expect and When 2015-2016

All internships span two full semesters:

Because hosting organizations have varying schedules, there is no firm date for the beginning or completion of internships. Also, some interns begin their service early in September and end in April. Others begin in the first two weeks of January and end in December with a break between April and September. Details of specific internships starting and completion dates should be worked out between the intern, instructor and internship supervisor. Roughly speaking, internships get underway in the first two weeks of the term and end with the completion of the 2nd semester. The fall semester normally ends in the 2nd week of December; winter term normally ends in the 2nd week of April.

The First Two Weeks:

Interns begin their duties in the first few weeks of September (or, alternatively, January) depending on the needs of the hosting organization.

Meetings with Supervisor:

The intern and site supervisor should schedule regular (ideally, weekly) meetings to debrief of the progress of the internship. A preliminary meeting should be held in the first week or two of the internship and goals, responsibilities, and expectations on the part of the intern and supervisor should be explicitly laid out.

Scheduled Breaks:

Interns have the following scheduled breaks from Bates:

October 21st-25th, 2015

November 21st-29th, 2015

December 11th, 2015 - January 11th, 2016

February 20th – February 28th, 2016

Interns are not obligated to work during these breaks but are free to do so should they choose. Please discuss whether your intern plans to work over these breaks.

Evaluations:

Supervisors will receive a mid-internship evaluation form electronically from Patricia Buck in late November (or, alternatively, early April for internship initiated in January) and a final evaluation in late March. In both cases supervisors will have at least one week to complete and return the evaluation to pbuck@bates.edu

