WSI 2020 Student/Intern Programme Process & Timeline

**Interested in WSI?**
1. Check that you are eligible to participate (refer criteria)
2. Ensure that you are able to commit to WSI process & timeline
3. Register interest (sidebar)
4. Attend WSI info session, application workshop (refer WSI Application & Interview workshops) or Job Search drop-ins
5. Return here when vacancies open
**Before Mon 02 Mar 2020**

**Apply for WSI internships**
1. Click “Enrol me” on WSI Application link (on WSI website Mon 02 Mar)
2. Access WSI vacancies (refer “Access WSI vacancies & Apply”)  
3. Apply directly to host employer/department (refer “How to apply” section on myAdvantage vacancy)
   * Note: most WSI 2019 interns made fewer but tailored applications
   **Mon 02 Mar – 9am Mon 23 Mar 2020**

**WSI Shortlist & interview**
1. Host employer/department will contact you DIRECTLY if you are shortlisted for interview
2. Attend interview support services workshop (refer WSI Application & Interview workshops)
3. Ask host if required feedback
   * Sample feedback form (sidebar)
   * Note: check with host if internship will go ahead if unsuccessful in being allocated funding.
   **Mon 23 Mar – Fri 17 Apr 2020**

**Accept WSI internship**
1. Host employer/department will contact you DIRECTLY if you are offered the internship
   * If in multiple offer situs, use grace period to decide
   **Mon 20 Apr – Fri 24 Apr**
2. Check if offer is WSI-funding conditional
3. Email employer/department to accept/reject internship offer
4. Submit Student Internship Acceptance form by Fri 24 Apr (sidebar from Mon 02 Mar)
   * Note: delay in accepting offer affect host organisation’s ability to fund & deliver internship
   **Mon 23 Mar – Fri 24 Apr 2020**

**Programme induction (recommended)**
* ... reminder of getting started with a professional mindset*
* ... helped me be more confident and gave me the opportunity to meet and talk to other applicants*
* Sign for 2 hour session*
**Tues 26 May – Fri 19 June 2020**

**WSI internship administration**
* Sign internship agreements & reply to induction invitation*
* University department’s interns register/report to Unitemps*
**By Fri 22 May 2020**

**WSI internship confirmation to interns & host organisations**
* By Tues 05 May 2020*

**Employers & Departments apply for WSI funding**
* Host employers & departments submit Recruitment Outcome form for “first-come, first-served” funding from 10am Mon 27 Apr*
* Internship offer & submission of Student Internship Acceptance form DO NOT guarantee go-ahead of WSI internship.
* Host organisations not obligated to retain WSI offer if unsuccessful in their funding application
**From 10am Mon 27 Apr 2020**

**Prepare for WSI internship**
1. University department’s Interns register/report to Unitemps ASAP
2. Confirm first day of work details with Internship host
3. Prepare & make the most of your Internship using Work Experience Learning & Development (L&D) online course:
   * warwick.ac.uk/weld
   **By Fri 19 June 2020**

**6-week WSI internships begin**
1. Capture your internship learning & skills using Work Experience Learning & Development (L&D) online course:
   * warwick.ac.uk/weld
   **External Employer internships**
   * UK & EU students – week starting Mon 22 June 2020
   * International students – week starting Mon 29 June 2020
   **University Department internships**
   * Week starting Mon 29 June 2020

**Your Pay**
* Interns paid via employer’s payroll - PAYE, sick & holiday pay etc.
* Interns submit WSI form & copy of July payslip to University to support Internship host’s grant claim by Fri 31 Jul (refer email instructions)
**University Department internships**
1. Interns submit weekly timesheet
2. Departments approve timesheet
3. Interns paid via Unitemps
   **Mon 22 June – Fri 07 Aug 2020**

**Last week of WSI internship**
1. Exit review with Internship host
2. Complete WSI evaluation form
3. Apply internship learning & skills to future studies & career plan using Work Experience L&D online course:
   * warwick.ac.uk/weld
   **Mon 27 Jul – Fri 07 Aug 2020**