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 vacancies)
   * 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 require 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 situation, use grace period to decide
   * Mon 20 Apr – Fri 24 Apr
   * Check if offer is WSI funding conditional
   2. Email employer/department to accept/reject internship offer
   * Submit Student Internship Acceptance form by Fri 24 Apr (sidebar from Mon 02 Mar)
   * Note: delay in accepting offer affects host organisation’s ability to fund & deliver internships
   4. Ask host if require feedback
   * Sample feedback form (sidebar)

**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 Intern register/report to Unitrums

**By Tues 05 May 2020**

**WSI internship confirmation to interns & host organisations**

**By Tues 05 May 2020**

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**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**

**Your Pay**

**External Employer internships**
1. Interns paid via employer’s payroll - PAYE, sick & holiday pay etc.
2. 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. Intern paid via Unitrums

**Mon 22 June – Fri 07 Aug 2020**

**Prepare for WSI internship**
1. Confirm first day of work details with internship host
2. Prepare & make the most of your internship using Work Experience Learning & Development (L&D) online course:

   [warwick.ac.uk/weld](http://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](http://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

**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](http://warwick.ac.uk/weld)

**Mon 27 Jul - Fri 07 Aug 2020**