To: International Trade and Marketing Majors

From: Patrick Yanez, ITM Chair
Jeanne Golly, Internship Center Director

Date: March 26, 2007

Re: Early Application for Winterim and/or Spring ’08 Internships

ITM majors interested in applying early for Internship Center courses during the Winterim and/or Spring ’08 semesters. This includes bachelor’s-degree candidates—
• electing to take IC391 during the Winterim ’08 semester
• wanting to take IC491, their graduation-required internship, during the Spring ’08 semester

To be accepted into the Internship Center program for the Winterim and/or Spring ’08 semesters, interested students must do the following two things:

First, they must attend an Internship Center orientation; this is the required first step in the application process and attendance is mandatory.

Special April ’07 orientations have been scheduled for students interested in applying early for their Winterim and/or Spring ’08 internships. The dates, times, and locations of each of the four April orientations are listed below.

When students attend an orientation, they are given application documents and detailed information critical to their acceptance into the Winterim and/or Spring ’08 Internship Center courses. And they will be meeting with their Internship Center counselors as quickly as possible during the April – June period.

A number of other orientations for Winterim and/or Spring ’08 will be held during the September 1 – October 15 period. The April orientations are simply for students interested in starting their internship counseling and placing processes early.

Second, they must apply to the Internship Center by the application deadlines for the respective semesters. The winterim ’08 deadline is October 2, ’07. The spring ’08 deadline is October 15, ’07.

Early applicants—those students attending one of the April orientations— are strongly encouraged to submit their application documents to the Internship Center as soon as they have attended an April orientation so that they can start working with their counselors right away.

No exceptions will be made.

Students who fail to comply with the Internship Center’s two-step process—(1) attend an orientation session and (2) submit their application documents by the deadline for the semester in which they want to intern—will forfeit their abilities to intern during their preferred semesters.

<table>
<thead>
<tr>
<th>Orientations for Winterim &amp;/or Spring ’08 internships</th>
<th>Day of the week</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>April 12</td>
<td>Thursday</td>
<td>5 - 6 PM</td>
<td>D211</td>
</tr>
<tr>
<td>April 16</td>
<td>Monday</td>
<td>5 - 6 PM</td>
<td>D211</td>
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<tr>
<td>April 19</td>
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<tr>
<td>April 24</td>
<td>Tuesday</td>
<td>5 – 6 PM</td>
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