

SMCCCD Global Virtual Team Internships Fall 2021 Program Dates and Deadlines

| Description | Date |
|--|---|
| Priority round application and scholarship application deadline <i>Round 2 (final) application deadline (not eligible for program scholarship, unless funds remain)</i> | Thursday, May 27, 2021 <i>Thursday, June 3, 2021</i> |
| Interviews with Global Virtual Internship Selection Committee | Monday, June 7 - Wednesday, June 16, 2021 |
| Notification of acceptance | By Wednesday, June 16, 2021 |
| Deadline to submit deposit and documents: <ul style="list-style-type: none"> • Pay \$50 program deposit (paid through SMCCCD WebSmart). <i>See payment due dates and refund policy on page 2 of this document.</i> • Global Virtual Internship Participation Agreement • Signed Dates and Deadlines Document • Photo and Video Release Form (if comfortable) | Wednesday, June 23, 2021 |
| Placement Process Begins with Global Career Center (GCC). Students submit required documents and complete placement consultation meeting with GCC internship placement team. Students must communicate within 24 hours on weekdays with their GCC placement advisor and the SMCCCD Study Abroad Office. They may be required to fill out placement questionnaires, make resume adjustments, submit cover letters, etc. Students will need to interview with potential companies abroad. Students who do not respond to emails from the Study Abroad Office or GCC Team may be withdrawn from the program. | Ongoing, between program confirmation and start of internship |
| Program fee balance (less scholarships) due. Pay via WebSmart. | Monday, August 2, 2021 |
| Students register for Global Virtual Internship Course <i>Skyline College: COOP 671 – General Cooperative Education for Virtual International Internship</i> | Register in July 2021, course runs for duration of internship *You will receive specific course registration instructions from the Study Abroad office. |
| Internship begins | Monday, September 13, 2021 |
| Internship ends | Friday, December 3, 2021 |

I have read and understand the dates, deadlines, and policies written above and on page 2 of this document as they pertain to the Fall 2021 Global Virtual Team Internship Program. I acknowledge that these dates can be subject to change. I also understand that because I am 18+ years old, I will be the main decision maker, point of contact, and person responsible for all relevant study abroad communication.

G# _____ Student Name _____

Signature _____ Date _____

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Payment Deadlines and Refund Policy:

- A \$50 program deposit is due upon confirmation of program participation by **Wednesday, June 23, 2021**.
- If a student withdraws on or before **Monday, July 5, 2021**, they will receive a full refund of their program deposit.
- If a student withdraws after **Monday, July 5, 2021**, they are financially responsible for the \$50 program deposit.
- The final remaining program balance is due by **Monday, August 2, 2021**.
- If a student withdraws after the program start date of **Monday, September 13, 2021**, no refund is available of any program fees.
- Withdrawals must be received by SMCCCD Study Abroad in writing via email (send to studyabroad@smccd.edu). Students must also copy Global Career Center (GCC) into any notifications of withdrawal or change of status.
- Exceptions to the refund policy are reviewed on a case-by-case basis.

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