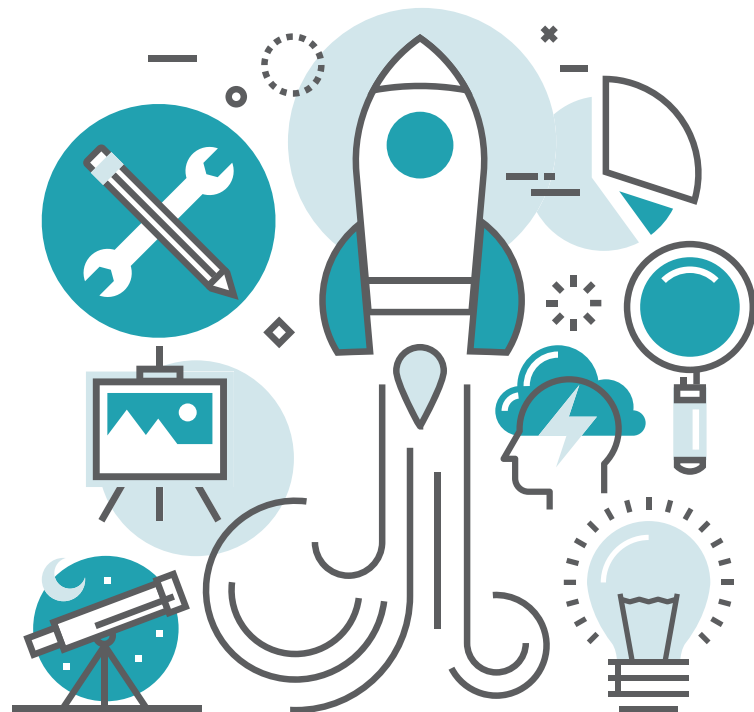


GLOBAL INTERNSHIPS

Placement Process: Checklist & Deadlines

Embark on your CEA CAPA internship journey with a clear roadmap to success. Follow this step-by-step guide to prepare for an enriching experience abroad, from application to placement confirmation.

The CEA CAPA Career & Internship Programs team is here to guide you, hold you accountable, and support you throughout the entire internship placement process. Please reach out with any questions at careerandinternships@ceacapa.com. We are happy to support you throughout your career readiness journey with us at CEA CAPA!



4+ MONTHS

BEFORE YOUR PROGRAM START DATE

1 Enrollment Stage

Begin your CEA CAPA internship journey by applying to the internship program and submitting all required documents for consideration.

What you'll do...

- ✓ Submit the CEA CAPA application and required internship materials.

DEADLINE

Submit all required documents by your program's application deadline.

3-4 MONTHS

BEFORE YOUR PROGRAM START DATE

2 Coaching Stage

Once accepted into the CEA CAPA internship program, you will start working with your assigned U.S.-based Internship Specialist. They will provide professional feedback on your résumé and statement of interest, set expectations for your experience abroad, and enroll you in the *Global Internship Prep Modules*.

What you'll do...

- ✓ Complete the *Global Internship Prep Modules*.
- ✓ Revise your résumé and statement of interest based on the feedback from the modules and your Internship Specialist.

DEADLINE

Complete the *Global Internship Prep Modules* within 7 days of being enrolled.

2-3 MONTHS

BEFORE YOUR PROGRAM START DATE

3 Matching Stage

During this stage, you will be waiting to hear from your in-country Internship Coordinator about potential opportunities. They may contact you to learn more about your background and expectations and to request additional document revisions.

***Note:** Because this is a global internship matching process, several weeks may pass before you are contacted about your potential placement.*

What you'll do...

- ✓ Review the Interviewing Module to refresh your interview skills and prepare for your upcoming host organization interview.
- ✓ *Optional:* Schedule a mock interview with your school's Career Center.

DEADLINE

After completing the Prep Modules, it may take 30–60 days to hear from your Internship Coordinator. Use this time to prepare for your interview.

1-2 MONTHS

BEFORE YOUR PROGRAM START DATE

4 Interview Stage

Your Internship Coordinator will email you a position description for your potential placement. You may be invited to conduct a virtual interview with your potential internship supervisor during this stage. This interview will give you an opportunity to showcase your skills, enthusiasm, and cultural adaptability. The interview will be scheduled at a time that best fits your potential supervisor's local time zone.

What you'll do...

- ✓ Check your email daily to ensure you don't miss any communications from your Internship Coordinator regarding the interview and your potential placement.
- ✓ “Reply All” to confirm your interview.
- ✓ Attend the interview at the scheduled time.

DEADLINE

Respond to the interview email ASAP, within 48 hours. Be prepared to attend your interview at the scheduled day and time.

2 WEEKS

BEFORE YOUR PROGRAM START DATE

5 Placement Confirmation Stage

Our team aims to finalize all internship placements **at least 14 days** before your program begins.

Your main task during this period is to get excited about your upcoming adventure in your host country!

What you'll do...

- ✓ Check your email for confirmation of your internship placement from your in-country Internship Coordinator.

DEADLINE

Check your email daily after your interview to stay updated on the status of your placement and to follow up on any final action steps.