WORLD OF WORK APPLICATION TIMELINE

September 2016
- Drop into Hiatt Career Center to work on your resume. You will need an excellent resume, both to secure your internship and to complete your WOW application.
- Start researching and identifying organizations at which you would like to work.

December 2016
- Speak to your faculty or supervisor about securing a letter of recommendation. Letters of recommendation can take a long time to secure, especially from busy faculty members.

Winter Break 2016-2017
- Utilize Hiatt's resources to identify internship opportunities.
- Speak with organizations about creating a new internship within their structure, or securing an already existing internship. Talk to them about the possibility of funding from Brandeis.

January 2017/February 2017
- 2017 application launches on first day spring semester
- Attend “Find or Create an Internship” workshop & “WOW Application” workshop at Hiatt
- Ask your reference well ahead of the deadline for a recommendation. You should have this conversation even if you have not identified an internship site.
- Continue conversations with organization(s) to secure a “letter of offer.”
- Make an appointment with Hiatt to discuss your essay responses.

March 2017
- Have a verbal offer from an internship site.
- Secure a written letter of offer.
- Confirm with your references that letters of recommendation are complete.
- Complete the online application by 12pm NOON on Wednesday, March 29, 2017. Incomplete or late applications cannot be accepted.

April 2017
- Applicants are notified by email of the selection committee’s decision by mid-April.
- Selected fellows must submit acceptance materials
- Selected fellows must attend the Pre-Departure Workshop on April 20, 2017.

Summer 2017
- Selected fellows conduct their internships.
- Fellows are required to check in with a Hiatt counselor on the first day of work and at mid-point of their experience.
- Fellows contribute blog posts to the WOW blog, complete evaluations. Social Justice WOW recipients will also contribute to smaller group discussions on LATTE and write thank you letters to the donor.