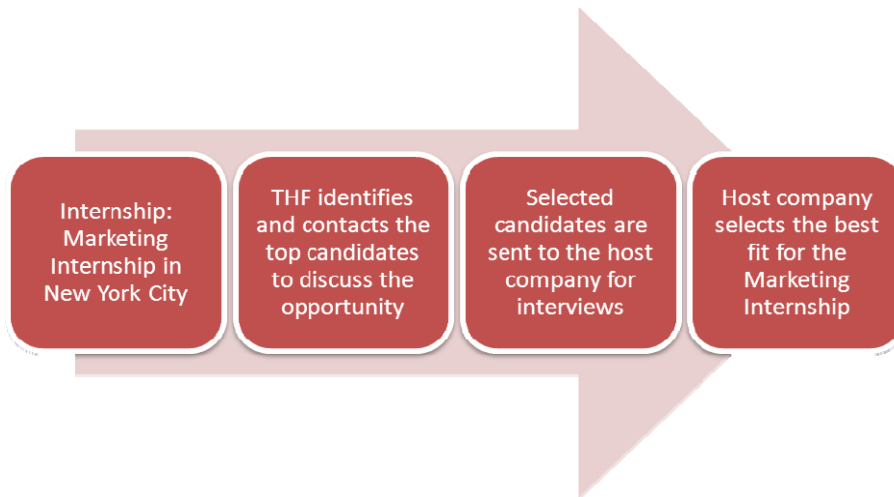


Understanding the Internship Placement Process

From **January–April** our Host Company partners will identify internship opportunities that they have selected to fill through the T. Howard Foundation Final Talent Pool (FTP). As we receive those requests, we will select candidates to move forward and interview for those positions.

FTP candidates can compete for up to two internship opportunities at a time. The T. Howard Foundation does not guarantee that you will be placed in an internship; therefore you are free to pursue other internship and employment opportunities while your resume is under consideration by our Host Companies.

GENERAL PLACEMENT PROCESS:



ORIENTATION: All T. Howard interns placed with a T. Howard Host Company must attend the **mandatory** Summer Orientation during the first week of June. The 2012 Orientation will be held in New York City. Details will be given at a later date to placed interns. **Transportation and lodging is provided to out of area attendees for Orientation.**

If a candidate is offered an internship....

- A candidate will have **up to TWO** business day to consider any internship offer from a host company partner.

Accepting an Offer: A candidate **will be removed** from the FTP and any open positions they were interviewing for through the Foundation. The minimum pay rate for all companies is **\$10.00** per hour (\$12.00 for graduate students) however, some will pay more. If you accept an internship you will also be required by the Foundation to withdraw your candidacy from all other internship or summer job opportunities.

Rejecting an Offer: A candidate can reject an internship offer; however, if an internship offer is made, we highly suggest that the candidate take advantage of the opportunity. The candidate will need to speak with the Foundation staff to communicate the reason for not taking the internship. If the Program Manager finds the reason for rejection to be valid, the candidate will remain in the FTP.

If a candidate is NOT offered an internship....

- A candidate will remain in the FTP and the Foundation will continue to seek out additional opportunities.

FTP candidates should notify the Foundation immediately if they:

- Accept another internship or job for the summer
- Need to withdraw an application for any other reason and are therefore unavailable for an internship
- Lose summer housing