# North Park University **Application for Additional Internship**

#### **DEADLINES FOR APPLICATION**

Fall Semester - June 1 Spring Semester - November 1 Summer Semester - April 1

#### INTERNSHIP PROCESS

- 1. Get the **approval** of your Faculty Advisor to do an internship during the coming semester.
- 2. Download application from Career Development website and obtain signatures on the application, including requesting support of a Faculty Sponsor.
- 3. Turn it into the Career Development Office for processing.
- 4. Career Development will notify you when you application is approved.
- 5. Send your resume to Career Development for review and editing. Make edits as suggested until resume is finalized.
- 6. Discuss internship possibilities with your Faculty Advisor and/or Faculty Sponsor.
- 7. Make an appointment with Career Development to discuss internship opportunities.
- 8. Once approved, sign up for ACSR 4970 (1-4 credits) registration placeholder on Web Advisor or with a Drop/Add form.
- 9. Complete the Memorandum of Agreement (MOA) AFTER your internship has been approved by Career Development, complete with signatures of Faculty Advisor, Faculty Sponsor, Site Supervisor, appropriate Dean/Division Chair, and International Office/American Humanics office if appropriate.
- 10. Turn in the MOA to Career Development Office, which must be done by the second week of classes each semester in order for the internship to count for credit.

#### THE INTERNSHIP EXPERIENCE

- Develop agreed upon goals and objectives for the internship experience with your Faculty Sponsor.
- Agree upon a final project to demonstrate that the goals and objectives are met.
- Submit your final project on the date requested by your Faculty Sponsor.

#### INTERNSHIP STUDENT REQUIRMENTS

- Students must have a declared major/minor and have a Faculty Advisor and Faculty Sponsor from that major/minor.
- Internships must be done at an internship site where they may directly use the knowledge, skills, and abilities gained from their academic major/minor.
- Student must have an <u>overall grade point</u> of 2.0 at the time of application.
- Student must have a grade point of 2.5 or above in their major.
- Students must have been enrolled at North Park University for one academic year prior to the inception of the internship.
- Students must have third or fourth year status.
- Student must have completed an internship application by the deadline for the semester in which they plan to intern.
- <u>American Humanics</u> students must seek the approval of the Director of the American Humanics program at NPU and be enrolled in the nonprofit leadership certificate program.
- **Biology students** must have a grade point of 3.0 in their major. **International students** must have the approval of the Office of International Studies.

## **Application for Additional Internship**

### **Check one:**

	International**	_ American Hu	ımanics**	All Other
Name of Applican	t:		Date:	
Student ID#:			Year: Jr.	Sr.
Major(s):				
Minor:	Advisor:		Faculty Sponsor: _	
International Office	ce Signature (Approval to I	Pursue Internship):		
1. I wish my inte	rnship to take place: YEA	R: 20 to 20	TERMF	_SSU
2. Semester Hour	rs sought:			
3. I prefer the fol	lowing type(s) of internshi	ps and geographical l	ocation:	
4. What skills hav experience or v	e you acquired in you past olunteer work?	internship(s) that wil	l help you in this or	ne; what past work
5. What do you ho	ope to gain from this addition	onal internship experi	ience?	
Student Signature		1	Data	
** International stud	dents need to have this Interns ship within visa regulations. I American Humanics studen	hip Application signed l	e Memorandum of A	ffice, signifying approval to
iı	n the lower level of Student Serv	rices Building in Career D	Development and Intern	ships Office
		For Office Use Only	<u>y</u>	
GPA (major):	GPA (overall):		Deferred:	Rejected:
Processed By:		Date Effective:		
Comments:				