UNDERGRADUATE INTERNSHIP APPLICATION

North Park University
Career Development & Internship Office
Student Services Building, Lower Level
careers@northpark.edu
773-244-5737

North Park University
UNDERGRADUATE INTERSHIP PROGRAM

DEADLINES FOR APPLICATION

Fall Semester – May 15
Spring Semester – October 15
Summer Semester – March 15

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 <u>grade point of 2.5 or above in their major</u>.
- 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.
- **<u>Biology students</u>** must have a grade point of 3.0 in their major.
- **<u>International students</u>** must have the approval of the Office of International Studies.

UNDERGRADUATE INTERNSHIP APPLICATION

Check one:

___ International ___ American Humanics** ___ All Other**

Name of Applicant: _____ Date: _____

Student ID#: _____ Year: _____ Jr. _____ Sr.

Address/Dorm: _____ CPO # _____

City: _____ State: _____ Zip: _____

Telephone: _____/_____ Major(s): _____

Minor: _____ Advisor: _____ Faculty Sponsor: _____

International Office Signature (Approval to Pursue Internship): _____

1. I wish my internship to take place: YEAR: 20 ___ to 20 ___ TERM ___F ___S ___SU
2. Semester Hours sought: _____
3. I prefer the following type(s) of internship (i.e. Accounting, Event Planning, Social Media, Biology): (list any sites you are interested in or have pursued on your own)
4. I possess the following skills which qualify me for an internship experience:
5. I prefer the following geographical location(s):
6. List any contacts or experience within your field about which you would like us to be aware.
7. I have had the following work experiences: (please include summer, part-time, volunteer, or other internship experiences.)
8. Please give a brief statement about what you hope to gain from this internship experience.

(Cont. on Next Page)

Faculty Advisor Date

Faculty Sponsor Date

Student Signature Date

**** International students need to have this Internship Application signed by the International Office, signifying approval to pursue an internship within visa regulations.**

**** International and American Humanics students will need to have the Memorandum of Agreement signed by Program Advisor.**

Return form to Career and Internship Advisor, Gretchen Fry,
in the Lower Level of Student Services Building in Career Development and Internships Office

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For Office Use Only

GPA (major): _____

GPA (overall): _____

Approval: _____

Deferred: _____

Rejected: _____

Processed By:

Date Effective:

Comments: