

# NPU Internship Program

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## Program Overview for Students

### Program Overview:

- The NPU Internship Program is facilitated through the Career Development and Internships Office (CDIO). The program is an opportunity to gain practical experience in your major field, build your resume, network with potential future employers, and for some majors, to meet a requirement for graduation.

### Deadlines to Apply:

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

### Hours Requirements:

- 1 semester hour: minimum 150 hours overall, about 10/wk
- 2 semester hours: minimum 175 hours overall, about 12/wk
- 3 semester hours: minimum 200 hours overall, about 14/wk
- 4 semester hours: minimum 225 hours overall, about 16/wk
- (Students from the following majors may pursue an internship for 2 or 4 credit hours; they may not pursue the internship for the 1 credit hour option: **Global Studies, Politics and Government, Sociology, and Spanish.**)

### GPA and Special Requirements:

- A minimum 2.0 GPA overall is required, and a minimum 2.5 GPA in your major is also required to be approved to pursue an internship (**note: Biology majors must have a minimum 3.0 GPA in the major.**)
- **Students must have junior or senior level status.**
- Students must have been at North Park for at least 1 full academic year.
- Students can take a maximum of 8 hours of internship credit to be applied to graduation. A maximum of 4 hours of internship credit is allowed per semester.
- **The following majors require an internship for either the degree or certificate: Advertising (B.S.), Africana Studies, Business and Economics (B.S.), French, Music (B.M.M.W.; B.A., Arts Administration concentration), Nonprofit Management, NLA, Philosophy, Spanish (if not participating in Spanish Language Foreign Study), and Youth Ministry.**
- **Biology** – Students must have completed at least 16 semester hours in biology.
- **Business** – Students must have completed at least 12 hours of business core courses before beginning the internship.
- **Exercise Science** – Students must have completed at least 30 hours in the Exercise and Sport Department.
- **Psychology** – Students must be seniors when completing the internship unless otherwise directed.
- **Youth Ministry** – Students must have completed YM 1510 Introduction to Youth Ministries and YM 2710 Youth Ministry Practicum.
- **International Students** – Students must see the International Student Office (ISO) for signature on application. Students must stay in communication with the ISO regarding necessary requirements.
- **Non-Profit Leadership Certificate** – Students must complete a total of 300 hours for certificate – only 150 of these hours have to be for credit. Must obtain signature of the program director for application.

# Application Process

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**Do you have what it takes to be an NPU Intern? We'll help you develop for your future career!**

1. **Attend** an info meeting to get an inside look at the NPU Internship Program.
2. **Apply** to become an NPU Intern. <http://www.northpark.edu/internship-documents>
  - a. Make sure you have the **signature** of your **advisor and faculty sponsor**. Your faculty sponsor is a faculty member you choose to be your main point of contact throughout the experience.
  - b. You will receive an email from our office within 2 weeks letting you know of your application status. If you are accepted, move on to the next step.
3. **Prepare** for your internship.
  - a. **Build your Resume** – Work with the CDIO team in person or through email to build your resume for the first time or to update what you already have. [careers@northpark.edu](mailto:careers@northpark.edu).
  - b. **\*Search for Internship Opportunities** – Once you send in your resume, you'll receive the information and password to the internship opportunities database.
  - c. **Register for ACSR 4970** – to hold the place in your schedule for your internship.
  - d. **\*Apply to Internship Sites** – This is your chance; reach out to internship opportunities via email with your resume and show them the emerging professional that you are!
  - e. **Internship Consultation** – All interns will have a consultation with the Internship Coordinator. It is a time to discuss your strengths as well as how your internship search is going.
4. **Finalize** an Internship Site - Once you secure a site there is one last step!
  - a. **Memorandum of Agreement – (MOA Form) – Important: This step ensures that you will get credit for your internship.** <http://www.northpark.edu/internship-documents>. MOA's are due no later than 2 weeks after the start of the beginning of the semester.

**\*Students who already have selected or found an internship site:** you may omit the (\*) steps above. Please remember, we still ask you submit a resume to the CDIO.

## Approval for New Sites

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Some students have an existing connection or find an opportunity on their own. The following is a look at the steps involved to approve a new internship site.

- View the NPU Internship Site Partner Criterion (see on next page).
- See your faculty sponsor and discuss the possibility. Ensure he/she agrees that the site would support the goals and objectives of your academic program.
- Obtain an internship job description from your internship site.
- Fill out the Memorandum of Agreement and attach your internship job description.
- The CDIO will then reach out to the internship site to give introductory information.

## *During Your Internship*

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The following is a list of requirements to complete the internship:

1. **Goals and Objectives** – Meet with your faculty sponsor at the beginning of your internship to determine goals and objectives for your internship. Your faculty sponsor will keep a copy of these to turn into the CDIO at the end of the term. Be sure to share these with your site supervisor as well. This will help the internship run smoothly from the start.
2. **Hours Completion** – Make a schedule with your site supervisor to complete the correct amount of hours for the number of credits which you requested
  - a. 1 semester hour: minimum 150 hours overall, about 10/wk
  - b. 2 semester hours: minimum 175 hours overall, about 12/wk
  - c. 3 semester hours: minimum 200 hours overall, about 14/wk
  - d. 4 semester hours: minimum 225 hours overall, about 16/wk
3. **Final Paper/Project** – Determine with your faculty sponsor the due date and parameters of your final paper/project.

The CDIO and your faculty sponsor will communicate with your site supervisor midway through your internship to ensure it is going well and that you are on track to complete your hours. Please feel free to communicate with the CDIO or your faculty sponsor for any questions you may have along the way.

## *NPU Internship Program: Site Criterion*

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We have found that the internship is most successful and mutually beneficial when the internship site possesses the following criterion:

- **Physical Location** – We want our students to gain professional experience in an office/workplace setting.
  - **Expertise and Site Supervision** – We want to ensure our students have the guidance and supervision of someone in their field of study.
  - **Skills and Hours** – Sites should have opportunity for students to utilize their already existing skill set while also building new areas of experience. Students must obtain at least 150 hours over the course of a semester; some students may require more hours.
  - **For Nonprofit Organizations** –
    - Official status as a 501c3 organization.
    - The position should be either an ongoing internship position or one time project with project direction and supervision. One time projects must be approved through the Career Development and Internship Coordinator.
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# NPU Internship Program: Application

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Thank you for applying for the North Park University Internship Program! Please read back of page fully\*\*

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Year: (circle) Jr. Sr.

Address/Dorm: \_\_\_\_\_ CPO # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ / \_\_\_\_\_ Major(s): \_\_\_\_\_

Minor: \_\_\_\_\_ Advisor: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_

I wish my internship to take place: YEAR: 20 \_\_\_ to 20 \_\_\_ TERM \_\_\_F \_\_\_S \_\_\_SU

Semester Hours Sought: (1-4) \_\_\_\_\_

Have you attended North Park for at least 2 semesters? y/n \_\_\_ Are you an international student? y/n \_\_\_

1. Why are you applying to be an NPU Intern?
2. What do you hope to gain from the experience?
3. What strengths do you bring to the table? Or, what are you naturally good at? (What do you like doing with your free time?)
4. Do you have transportation or will you be using the CTA?
5. What types of internships interest you? ( Accounting, Social Media, Event Planning, Social Causes, etc)
6. What intimidates you the most about becoming an NPU Intern?
7. What are your previous work experiences, including summer, part-time, volunteer, or other internships?

(Continued on other side)

## *Application Signatures:*

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Faculty Advisor: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_

International Office Director: \_\_\_\_\_

Student: \_\_\_\_\_

Yes, I have read through the Program Overview and attended an Internships Info Meeting or have an appointment set to do so.

\*\* International students must acquire the signature of the International Student Director and maintain close communication regarding visa requirements before beginning an internship.

\*\* Nonprofit Leadership Alliance students should plan to acquire 300 hours total with 150 for credit. It is important to stay in communication with the NLA director throughout the process

\*\* If you already have a resume, please attach. No resume is required to apply; our office will help you build one.

Return form to 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:

Denied:

Processed By:

Date Effective:

Comments:

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# NPU Internship Program: Memorandum of Agreement

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After a student has secured an internship placement, this form must be completed in order to receive credit for the internship experience. Please return to the Career Development and Internships Office in the lower level of the Student Services building. **See Program Information for form due dates. Please Print.**

**Student Information:**

Name: \_\_\_\_\_ ID# \_\_\_\_\_  
Address(City, State, Zip): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Faculty Sponsor Name: \_\_\_\_\_ Insurance:    Circle One:    North Park,    Parent,    Other

**Internship Site Information:**

Company Name: \_\_\_\_\_  
Web Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Physical Address (City, State, Zip): \_\_\_\_\_  
Site Supervisor Name: \_\_\_\_\_ Site Supervisor Email: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Number of hours weekly \_\_\_\_\_  
New Site: (y/n) \_\_\_\_\_ Please check one of the below:  
    If yes, I am verifying that I have attached an internship job description to this document and I have discussed this placement with my faculty sponsor.  
    If no, please indicate the internship site requisition number: (found on tumblr) \_\_\_\_\_

**Registration:**

Department: \_\_\_\_\_ 4970 20\_\_\_\_ - 20 \_\_\_\_ : Circle One: S1, S2, S3 Semester hours to be awarded \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
**Student Intern**  
\_\_\_\_\_  
**Director of Career Development and Internships**

\_\_\_\_\_  
**Site Supervisor**  
\_\_\_\_\_  
**(For NLA) Nonprofit Leadership Alliance Director**

**Faculty Sponsor Signature:**

Yes, I approve of this site location for the student. If it is a new internship site location, I have reviewed the job description and support the approval of this internship site for this student.

\_\_\_\_\_

**(For International Students) International Student Advisor:**

Yes, the student has communicated with me regarding all necessary internship forms for visa purposes.

\_\_\_\_\_

The role of North Park University with respect to student's onsite internship experience is limited to the awarding of academic credit for student's participation in the internship. North Park University does not supervise, sponsor or otherwise direct the onsite activities of a student other than to assign a final paper or project from which academic credit is granted. Students will be under the supervision of the hosting organization and site supervisor as it relates to work assignments and daily activities. All parties above recognize that this internship has the primary purpose of training and educational benefit for the student.

