ALL ABOUT INTERNSHIPS

Professional Development
Workshop Series

Career Development
and Internships Office (CDIO)
careers@northpark.edu
x5575

Many North Park majors require internships, and many students do them even if not required. Students sometimes do 2 or 3 or 4 internships to gain additional experiences and to help them discover ideas, feelings, and choices about their career path after graduation. An internship can help you:

1. Learn what you might want to do after school.
2. Learn what you might not want to do after school.
3. Build stronger relationships with the faculty in your department.
4. Build professional relationships at the internship site.
5. Gain professional experience in a workplace environment.
6. Sharpen and update your resume.
7. Practice writing cover letters.
8. Learn and practice job search strategies in a less-pressured setting.
9. Practice your interviewing skills.
10. Learn project management and time management skills as you not only apply to internships, but decide how many hours you can balance with your school work and extracurriculars.

Are you ready to learn more about internships at North Park? Here are some quick facts to get you started.

Timing:

- Internships are offered in Fall, Spring, and Summer semesters, and you pay for them just like any other class for credit.
- The average internship length is 14 weeks across a full semester and ends by the week of Final Exams.
- You must turn in your application by the deadline:
    - For a Spring internship, apply by October 15
    - For a Summer internship, apply by March 15
    - For a Fall internship, apply by May 15
- Once your application is approved, you must register for ACSR 4970-01 a as placeholder class to be converted to your major once paperwork is finalized—this shows Gretchen that you are committed to working towards an internship.

Qualifications:

- It must relate to your major.
- It must be for credit through our office and college credit is often required by internship sites for tax purposes. Here are the required hours by semester hour:
    - 1 semester hour: minimum 150 hours overall, about 8/wk
    - 2 semester hours: minimum 175 hours overall, about 12/wk

    - 3 semester hours: minimum 200 hours overall, about 13/wk
    - 4 semester hours: minimum 225 hours overall, about 15/wk
- You need to have been a North Park University student for at least 1 full academic year.
- You must be a Junior or Senior during the semester of the internship.
- You can take a maximum 8 semester hours of internship for credit can apply toward graduation.
- 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).
- Check with your advisor to find out:
    - If an internship is required, suggested, or optional for your major.
    - If you should take your internship in a particular semester.
    - If your internship needs to be for a particular number of credits.
    - If they have suggestions of good sites for your interests.
- You should have completed several courses in your major at the time of application (a semester before you do the internship), usually 5 or more to be ready for the outside-the-classroom experience of an internship.
- You must have your resume reviewed and approved by the Career Development and Internships Office.

Site:

- We have a list of sites that we have established relationships with and are happy to discuss your fit with one of them.
- You can also search for or find your own site. Here are things to think about while looking for an internship site:
    - Ask professors in your major area if they have any suggestions for contacts or organizations that might be interested in having you as an intern.
    - Ask your parents if they have any suggestions of ideas for internships.
    - Be realistic about what you are prepared for and what you can find—this isn't the time to look for your dream job and refuse to accept anything else—be flexible about what you might learn and be willing to consider all opportunities.
    - Make sure you have enough time to commit to the internship (a *minimum* of 8-10 hours per week)—you want to do a good job!
    - Network with family and friends on Facebook and with North Park Alumni on LinkedIn—North Park Alumni are often willing to help connect students with internships.
    - Talk to your classmates and friends about internships they might have had in the past: Did they find the site on their own? Did North Park set up the site? Did they

like the internship? What did they learn and how would they improve the relationship the next time?
    - Do a Google search for organizations which might employ an expert in your major area. Example: for a Social Work internship, search community organizations, churches, kids clubs, and organizations that support the homeless.

Expectations:

- Be polite, professional, on time, and considerate in all communication and interactions with potential internship sites and the Career Development and Internship Office. This helps to build a positive reputation and encourages people to want to help and work with you.
- Stay in close communication with Gretchen so that she is aware of your search status.
- Follow through on all responsibilities and tasks, such as creating cover letters, emailing site contacts, and completing the MOA form.
- Keep track of your hours and be honest in tracking them.
- Let Gretchen know if you have any questions or concerns during the semester regarding your current internship. She is a resource to you as you learn and grow in the internship, not just for paperwork before and after.

Do you have questions about the internships? Here are some common answers that might be helpful to you:

- International students can do internships, but need to work with the International Office regarding visa status and additional paperwork.
- Some internships are paid and others are unpaid; your primary goal in finding an internship should be to gain experience; if payment is the most important, you should consider searching for a job instead.
- A faculty member will supervise your experience, including giving you a Pass/Fail grade and assigning you a final paper or project at the end of the semester. This professor (called your Faculty Sponsor regarding the internship) should be in the major area of your internship (even if you have a double major).
- Gretchen can review each cover letter you send out if you would like her help.
- If you start the internship late in the semester because of the organization's timeline, you can try to arrange with your faculty sponsor to receive an Incomplete grade at the end of the semester to be updated when you finish.
- We recommend you only do one internship at a time.
- You should speak, read, and write English clearly to be a competitive candidate for an internship.
- Make sure you have back up plans to ensure your total number of credits in case an internship doesn't work out; dropping below 12 credits can affect your financial and student status so it is important to stay on top of this!

- You can decide not to do an internship after you have turned in the application—just be sure to let Gretchen know!

We have had students intern at such interesting, exciting, and marketable sites as private accounting firms, WGN, the Onion, Bonaroo, The Grant Park Music Festival, Swedish Covenant Hospital, Athletico, the March of Dimes, United Way, Hostelling International, A Just Harvest, Jumpstart, Young Life, and many more!

On the following pages, you'll find all you need to know about internships in this order:

- The Internship Application—pages 6-9
- The Internship Memorandum of Agreement—page 10
    - This is the final piece of paperwork before you start the internship which makes it officially count for credit and changes the ACSR class to your major area on your transcript.
- An example of Internship Hours Tracker to share with Gretchen on due dates across the semester, allowing her to help you keep track of your progress towards the minimum hours requirement for your credits—page 11
- An example of the ideal timeline to move through the application and search process to find an internship in an effective way—page 12

Email Gretchen Fry at GFry@NorthPark.edu to schedule an appointment about pursuing an internship today!

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.

_____ _____

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:

UNDERGRADUATE INTERNSHIP
MEMORANDUM OF AGREEMENT

Student Name:_____ Date:_____

Student ID #: _____ Company Name:_____

Address:_____ Address:_____

_____ _____

City State Zip City State Zip

Telephone:_____/_____ Telephone: _____/_____

Email address: _____ Email address: _____

Number of Hrs/Wk: _____

Starting Date: _____ Site Supervisor: _____

Ending Date: _____ Faculty Sponsor: _____

Indicate your medical insurance coverage (Check appropriate line):

North Park Univ.: _____ Parent/Guardian: _____ Other: _____

REGISTRATION FOR INTERNSHIP-<u>Student must complete & obtain all signatures.</u>

Name:_____ ID #_____ Date:_____

4970 20 - 20 ; S1 S2 S3 _____

Department (Acad. Yr.) (circle) Semester Hours to be awarded:

_____ _____

North Park University Faculty Sponsor Dean/Associate Dean/Division Director

_____ _____

Intern Site Supervisor

_____ _____

International Student Advisor American Humanics Advisor

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.

<u>ALL STUDENTS</u> MUST PROVIDE A FULLY EXECUTED MEMORANDUM OF AGREEMENT TO THE CAREER DEVELOPMENT OFFICE PRIOR TO BEGINNING AN INTERNSHIP.

[This section for CPS office use only: Given to Records Office – Date: _____ ; Staff: _____]

PLEASE RETURN THIS FORM TO GRETCHEN FRY IN THE CAREER DEVELOPMENT AND INTERNSHIP OFFICE, BASEMENT OF THE STUDENT SEERVICES BUILDLING

Here is an example of an ideal timeline to move through the process for a Spring Semester Internship:

1. Inquire about internships to Gretchen Fry in September. Get an application to get started.
2. Get Faculty Sponsor and signatures and turn in application to Gretchen before October 15th deadline.
3. Gretchen processes your application and emails you approval.
4. Register for ACSR 4970-01 in Web Advisor for the correct number of credits, and send Gretchen your resume in a Word document.
5. Gretchen reviews your resume and replies with edits and comments to your first draft within a week.
6. You make any changes necessary and send your resume back to Gretchen for final review.
7. Gretchen reviews and approves resume as ready to use. She emails you the electronic copy and to set up an appointment about potential internship sites.
8. You meet with Gretchen to review internship sites in the first week of November. You also begin to research and search for internships on your own.
9. Within the first week of November, you have drafted cover letters and sent them to Gretchen for review (if you want her to review them).
10. By the second week of November, you have applied to at least 3 sites for Spring internships.
11. When you hear back from organization, schedule interviews and proceed from there on the organization's timeline.
12. For any organizations you haven't heard back from, follow up communicating your continued interest the week before Thanksgiving.
13. If you still haven't heard back after Thanksgiving, send one final follow up email the first week of December.
14. Meet with Gretchen to determine if an internship is still possible and what to do next.