



## Application for Internship Program

### Procedural Guidelines for Internships

1. The student must meet the requirements specified in the “Academic Standards for Internships,” prior to applying for the internship.
2. Prior to applying to the department for the internship, the student should discuss with their faculty advisor, which professional experiences would be desirable and worthy of credit. The student then may discuss appropriate professional experiences with a Career Advisor, who will work with the student and assist with the search.
3. Once the student has accepted an internship, the student should complete the Application for Internship Program, and request the internship employer to complete the Employer section of the Internship Agreement, and submit it to the department being applied to for acceptance. The Internship Faculty Advisor reviews the application, completes the Internship Faculty Advisor section of the Internship Agreement, and obtains signatures from the department chairperson.
4. The Internship Faculty Advisor will spell out the specific experiences and requirements for the successful completion of the internship. (Requirements may include: required analytical paper, oral presentation, daily journal, required regular meetings with Advisor, outside readings, or any combination determined by the Internship Faculty Advisor).
5. After the student has obtained the signature of a Career Advisor, the student will register for Internship 455 in the office of the Registrar. This must be done prior to the start of the internship. The completed Application for Internship form (three pages) must accompany the registration or drop/add form. **Registering for an internship is just like registering for a class on campus, and is subject to any applicable tuition fees.**

### Academic Standards for Internships

- Approval of Internship Faculty Advisor and Department are necessary before the student begins the process of obtaining an internship.
- Student must have Junior or Senior class status.
- Career GPA must be above 2.5/4.0.
- Must have completed 15 hours at Dominican University prior to the start of the Internship.
- Student may register for 1 to 8 hours of credit, with a minimum 40 hours of work for every credit hour awarded.
- Student must obtain all required approvals and complete application and submit to the Registrar’s Office prior to the start of the Internship. This application must be approved by the department.
- Internship hours of credit apply to the 124 minimum hours required for graduation, not for satisfying the maximum permitted in a single discipline.
- F-1 students must consult with the Director of International Studies concerning regulations and required paperwork for INS. If an internship is paid, F-1 students must obtain work authorization from the Director of International Studies **prior** to the start of the internship.



# Application for Internship Program

FALL  SPRING  SUMMER I \_\_\_ II \_\_\_ III \_\_\_ YEAR: \_\_\_\_\_

NAME: \_\_\_\_\_  Junior  Senior  
Last First Middle

HOME ADDRESS: \_\_\_\_\_  
Street City State Zip

TERM ADDRESS: \_\_\_\_\_  
Street City State Zip

TERM PHONE: ( ) \_\_\_\_\_ CELL PHONE: ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_

WORK AUTHORIZATION:

U.S. CITIZEN/PERMANENT RESIDENT  F-1 STUDENT VISA  OTHER: \_\_\_\_\_

INTERNSHIP FACULTY ADVISOR NAME: \_\_\_\_\_

MAJOR: \_\_\_\_\_ SECOND MAJOR: \_\_\_\_\_

# INTERNSHIP CREDIT HOURS REQUESTED: \_\_\_\_\_ CAREER GPA: \_\_\_\_\_

COURSE WORK COMPLETED WHICH SUPPORTS THIS REQUEST:

MAJOR FIELD: \_\_\_\_\_

RELATED COURSES: \_\_\_\_\_

OTHER: \_\_\_\_\_

CAREER GOALS: \_\_\_\_\_

BRIEFLY DISCUSS YOUR REASONS FOR WISHING TO PARTICIPATE IN THE INTERNSHIP PROGRAM. INCLUDE GOALS YOU EXPECT TO ACHIEVE DURING YOUR INTERNSHIP:

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**EMPLOYER INTERNSHIP AGREEMENT**

Agreement between Dominican University and \_\_\_\_\_  
(Company/Organization Name)

concerning \_\_\_\_\_ internship.  
(Student Name)

The Company/Organization named above agrees to establish an orientation and training program for the Student appropriate for an academic internship for the designated number of credits. The Company/Organization agrees to provide the Student with diversified professional responsibilities, including the following specific experiences:

**Please list intern's training program, projects or job description (or attach description)**

**Student's Work Schedule** Days: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date (if known): \_\_\_\_\_

**# Academic Credit Hrs. Requested \_\_\_\_\_ X 40 hours = \_\_\_\_\_ MINIMUM hours student must work**

1. The management of the Company/Organization agrees to provide Dominican University with a copy of the Student internship description and a written evaluation of the Student intern's performance at the completion of the internship. It is understood and agreed that for the duration of the internship, the Student is an employee of the Company/Organization and not of Dominican University, and that Dominican University's involvement with the internship is limited to overseeing the educational aspects of the Student's experience. Dominican University makes no representations or warranties as to the performance of the Student. The Company waives and releases any and all claims against the University arising out of Student's employment with the Company; and agrees to hold the University harmless with respect to all such claims, and all costs and expenses relating thereto.

**COMPANY/ORGANIZATION**

\_\_\_\_\_  
Company/Organization Name (print) Telephone (\_\_\_\_\_) \_\_\_\_\_  
Is this company a non-profit organization?  Yes  No

\_\_\_\_\_  
Street Address Fax Number (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
City State Zip E-MAIL \_\_\_\_\_

\_\_\_\_\_  
Supervisor Name (print) Signature Title Date  
Are you an alumnae/i of Dominican University?  Yes  No

\_\_\_\_\_  
Career Development (print) Signature Date

**INTERNSHIP FACULTY ADVISOR AGREEMENT**

Agreement between Dominican University, Department of \_\_\_\_\_  
(Department Name)

and \_\_\_\_\_ concerning \_\_\_\_\_  
(Student Name) (Type of Internship – Major)

**# Academic Credit Hrs. Requested \_\_\_\_\_ X 40 hours = \_\_\_\_\_ MINIMUM hours student must work**

**FACULTY SECTION**

The Student enrolled in the Academic Internship Program agrees to be trained in a business establishment/organization for a designated number of hours per week under the supervision of a faculty member and the company Supervisor. For this experience, academic credit and a grade are received. A minimum of forty hours of work per semester is expected per credit hour awarded. The internship will include the following specific experiences and requirements:

**List academic requirements; analytical paper and regular communication (both mandatory), journal, class presentation, portfolio, etc. (or attach description)**

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Internship Faculty Advisor Name (print) Signature Date

A majority of the members of the department have reviewed the proposed internship and approved the project.

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Department Chair Name (print) Signature Date

**STUDENT SECTION**

1. The Student has undertaken an internship with the Company for which the Student will receive academic credit upon successful completion.
2. The Student acknowledges that for the duration of the internship, the Student is an employee of the Company and not the University, and the University's involvement with the internship is limited to overseeing the educational aspects of the Student's experience.
3. The Student, on behalf of himself / herself, his / her heirs, successors, and assigns, waives and releases any and all claims against the University arising out of Student's employment with the Company; and agrees to hold the University harmless with respect to all such claims, and all costs and expenses relating thereto.

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Student Name (print) Signature Date

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Career Development (print) Signature Date