

# Career Development

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[careers.dom.edu](http://careers.dom.edu)

## *Internship Guide for Students*

**7900 W. Division Street, Crown Link 100  
River Forest, Illinois 60305**

**Phone: (708) 524-6786  
[careers@dom.edu](mailto:careers@dom.edu)**

**Definition:**

An internship is a work and learning experience monitored by an academic advisor, for the purpose of providing experience in the student's major field of study.

**Credit Hours:**

An internship is for undergraduate credit and a student may register from one to a maximum of eight hours of credit. No more than eight hours of credit can be earned for internships at Dominican University.

Students **must** register for credit for the semester in which they are doing the internship.

**Registering for an internship is just like registering for a class on campus, and is subject to any applicable tuition fees.**

In certain cases, students completing a summer internship may be eligible to receive the **Summer Internship Tuition Grant**. Please visit Career Development to see if you're eligible.

Internships can be taken for up to two semesters, as long as the eight hour maximum is not exceeded.

The ratio for minimum hours worked to credit hours earned is 40:1. For every hour of credit requested, the student must work a **MINIMUM** of forty hours per semester. For example, a student who completes a three-credit internship must work a minimum of 120 hours with the employer.

Credit hours for an internship apply to the 124 required for graduation. Internship credit hours do not apply toward required hours for a major.

**\*\*Students must complete the internship application and register *PRIOR* to the start of their internship.\*\***

**Academic Standards for Internships**

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

## Internship Procedures

1. **Create Resume** (2-3 months prior to start of internship)
  - Write a draft (see attached example), then make an appointment with Career Development to have it reviewed. It may take several revisions before you are ready to send your resume to employers.
  - Upload your resume into Handshake and CCCI.
  
2. **How to find a site:**
  - Go online to find out about internship opportunities – start by visiting Career Development’s website: **careers.dom.edu**.
  - Create a profile on and review **CCCI Internships & Jobs** at [www.cccillinois.org](http://www.cccillinois.org) – 20 schools in Illinois post opportunities here.
  - You can contact companies that interest you directly to ask about internship opportunities. Many students find internships by simply calling an employer.
  - Create an account on Linked In to manage your professional network and locate companies you’d like to work for. You should also join groups related to your major to find additional contacts.
  - Use the **CareerShift** database to identify employers by industry and location. Call these employers to tap into the “hidden job-market.”
  - Speak with professors and other students in your major field of study about potential and previously used sites. You can obtain a list of internship contacts from a Career Advisor as well as online at [www.internships-usa.com](http://www.internships-usa.com) (username: *Dominican*, password: *GoStars*).
  - Be sure to attend local job fairs including the annual CareerFest event in the spring.
  
3. Submit your resume and cover letter (see attached samples) to prospective employers. Follow up with employers 2 days after you send your resume to confirm that they received it. It may take a few more follow-up phone calls before an interview is scheduled.
  
4. After you've accepted a position, complete the Internship Application, including signatures of your Employer, Faculty Internship Advisor\*, and Career Development. *\*(You can select a faculty member from your major/minor to serve as your Internship Advisor – it does not have to be your Academic Advisor).*
  
5. Prior to beginning the internship, register for Internship 455 along with your other courses. You will need the completed Internship Application along with your drop/add form to do this. Registering for an internship is just like registering for a class on campus, and is subject to any applicable tuition fees.
  
6. At the end of the Internship, complete a Student Evaluation of your experience and meet with a Career Advisor to discuss your internship experience in a follow-up meeting. If you complete a paper for your internship, please provide Career Development with a copy for our records.

## Responsibilities During the Internship

The internship agreement is a contract between the student, the internship advisor and the employer. All three parties have responsibilities that must be met for the successful completion of the internship.

### Student's Responsibilities:

- Represent Dominican University in a professional and ethical manner at the internship site
- Complete all paperwork **prior** to the start of the internship
- Register for the internship using a drop/add form and the completed Internship Application
- Perform the job to the best of your abilities
- Comply with the schedule of meetings set forth by the internship advisor
- Complete all papers, journals, etc. as assigned by the internship advisor
- Complete and return the internship evaluation to Career Development

### Employer's Responsibilities:

- Provide intern with a meaningful job
- Assign a supervisor who is available to train and oversee the work of the intern
- Teach the intern about your company and industry
- Complete and return employer evaluation to Career Development
- Discuss intern's progress with faculty during the on-site visit and throughout the semester

### Faculty Advisor's Responsibilities:

- Advise intern on the appropriateness of an internship
- Review job description of upcoming internship and decide whether job has academic merit
- Approve and complete Internship Application, after reviewing completed employer and student sections
- Assign the projects to be completed by the end of the internship
- Supervise intern during internship and visit on site at least once
- Determine and give letter grade for internship
- Complete and return faculty evaluation to Career Development

**Tip:**  
Make sure your  
email address  
sounds  
professional!



Irene Internship  
7900 W. Division  
River Forest, IL  
hotchick@gmail.com



## **Frequently Asked Questions Regarding Internships**

### ***Can an internship be paid?***

Many internships are paid because you are working at a job. Many employers hire you like a temporary employee. Some employers may offer limited benefits, such as merchandise discounts, if applicable. Many companies, particularly not-for-profit agencies, offer unpaid internships. Almost all major broadcasting and communications companies offer unpaid internships, but the experience they provide is an invaluable asset. The decision to pay or not to pay is strictly up to the employer. It is up to you to decide whether you wish to interview for an unpaid internship.

### ***Can I turn my present job into an internship?***

In some select cases an existing job may be turned into an internship. You would need to ask your employer for added responsibilities that would change your job duties. Your internship advisor must also approve the job duties as being worthy of credit.

### ***How do I find an internship?***

Career Development in Parmer LL 010 is happy to assist you. We will work with you to suggest and advise ways of finding internships appropriate to your interests and abilities. Many students know some sources of good internships without realizing it.

### ***Do I need a resume for an internship?***

Yes. A resume is needed and this is the ideal opportunity to learn how to create what may be your first resume. Meet with a Career Advisor to help you write your resume.

### ***Do I pay tuition for the internship hours?***

Yes. The internship hours are part of the tuition. If you are a full-time student, tuition is the same from 12 to 18 hours of credit. Many students take 5 classes for about 15 hours of credit. They then take the remaining 3 credit hours as an internship, without incurring extra tuition costs. Registering for an internship is just like registering for a class on campus. If you're completing a summer internship, you may be eligible to apply for the Summer Internship Tuition Grant. Ask us for more information.

### ***Am I graded on the internship?***

Yes. Your internship advisor gives you a letter grade for the credit hours registered. It is a regular grade that is factored into your GPA.

### ***How many hours a week does an intern work?***

Most interns work 15-20 hours per week during the fall and spring semesters, and full-time during the summer semester. However, the intern's schedule is determined by the student and employer at the start of the internship.

**Tip:  
Personalize  
it!**

Find out the contact's name, and address your cover letter to that person. Think about it, do you read your junk mail before the stuff that has your name on it??

## Career Exploration

Career Development has many tools to help a student determine what career path to follow. The following is a brief summary of the Resources available to our students.

**FOCUS II:** An online computerized career guidance system that helps you assess your interests, values, and skills. It can also be used to explore and analyze occupational and educational options, and to map out realistic goals and plans. The database of occupations gives you information about the nature of the work, qualifications, outlook and salary projections. You can access Focus by clicking the "Quick Link" on our webpage at careers.dom.edu, just use **keycode "dom672"** to self-register.

**Occupational Outlook Handbook:** The Government's career reference book on occupations and tomorrow's job market. This book is available in Career Development, or online at <http://www.bls.gov/oco/>

**What Can I Do With a Major in ... ?:** Have you ever wondered what you could do with your degree? This site provides descriptions of career paths as well as needed skills and related web sites. [whatcanidowiththismajor.com/major/](http://whatcanidowiththismajor.com/major/)

**Optimal Resume:** You can use the Interview module to participate in a "virtual" mock-interview. You choose the length of the practice session, type of interview, and even the interviewer! Hundreds of interview questions are available. Job seekers can create their own set of interview questions or let the site pick questions for you. If you have a web-cam on your computer, you can save your practice session as a link and email your interview to others for feedback. It's easy to use and gets job seekers ready for face-to-face or online employment interviews.

**Illinois Department of Employment Security:** The Career Information System offers the ODEAS Assessment and the O\*NET Interest Profiler to match your strongest work-related interests to occupations.  
<http://ilcis.intocareers.org>, username: *illinois*, password: *careers*

### **What NOT to do on an interview (true stories!):**

- "After answering the first few questions, the candidate picked up his cell phone and called his parents to let them know the interview was going well."
- "At the end of the interview, the candidate expressed her interest in getting the position, but only if her boyfriend liked the company and the hiring manager. She then said, 'He's waiting outside. Can I bring him in to say hello?'"
- "When asked why she wanted to work for this company, the candidate replied, 'That's a good question. I really haven't given it much thought.'"
- "After being complimented on his choice of college and the GPA he achieved, the candidate replied, 'I'm glad that got your attention. I didn't really go there.'"
- "The candidate asked for an early morning interview. He showed up with a box of doughnuts and ate them during the interview, saying this was the only time he'd have to eat breakfast before going to work."
- "When asked by the hiring manager if he had any questions, the candidate responded by telling a knock-knock joke."

**Addison "Addy" Montgomery**

100 Main St.

River Forest, IL 60305

Cell: (630) 555-5555

sexychica@yahoo.com

Don't include

Use a professional email

**Objective:** To obtain an entry-level position in a non-profit organization, making the world a better place, one child at a time.

Don't include fluff. Have a specific objective

**Education:** Dominican University  
B.A. Major in Sociology  
GPA: 2.9/4.0

Include city & state

2004-2008

Only include GPA over

I got a scholarship to come here.

Only need year you

Avoid "I" statements. Give specific scholarship

**Experience:**

King Day Care Center, Chicago, IL  
Student-Aid

Fall 2007

Don't repeat action verbs

- Worked with students on various lessons
- Attend parent-teacher conferences
- Worked with cooperating teacher on lesson plans
- Used classroom management techniques
- Worked one-on-one with students completing homework assignments
- Assigned homework assignments and classroom projects

Whole section needs to be more specific. List accomplishments that set you

**Practicum Experience:**

Don't leave out any part of the

Wright School, Chicago, IL  
*Practicum for Social Studies, 3<sup>rd</sup> grade*

Spring 2007

Don't repeat what you said in other bullet

- Observed lessons
- Developed own lesson plans for class
- Worked one-on-one with students completing homework assignments

Be more specific!

Edison Elementary School, Stickney, IL  
*Practicum for Language Arts, 2<sup>nd</sup> grade*

Winter 2007

- Helped students with homework and class assignments
- Taught own lesson to class

Need to be more

**Other Experience:**

Nanny for the Smith family

2006-Present

Try to include experiences with children other than babysitting or nannying.

- Play with the kids while parents are at work
- Feed them, bathe them, help them with their homework
- Drive them to and from school, extracurriculars, etc.
- Get them ready for school each day

Watch for typos!

REFERENCES AVAILABLE UPON REQUEST!

Don't need this

**CAMPUS**

7900 W. Division Street  
River Forest, Illinois 60305

**Irene Internship**

Irene\_Internship@gmail.com  
773-555-1212

**PERMANENT**

1234 S. Main Street  
Chicago, Illinois 60611

**OBJECTIVE** To obtain an internship position in \_\_\_\_\_.

**EDUCATION** **Dominican University** River Forest, Illinois  
Bachelor of Arts Anticipated Graduation, May 2020  
Major: \_\_\_\_\_ GPA: 3.X/4.0  
Minor: \_\_\_\_\_  
Dean' List 2013-present  
Achievement Award Scholarship 2013-2017

**RELEVANT COURSES**

Financial Management	Abnormal Psychology
General Biology	Computer Information Systems
Fashion Illustration	American Government
Modern American Fiction	Business and Professional Speech

**LANGUAGE SKILLS** Fluent in reading, writing, and speaking Spanish  
Conversational in speaking Italian

**COMPUTER SKILLS** Microsoft Office: Word, Excel, PowerPoint, Access, and Outlook  
SPSS, Peachtree Accounting

**ACTIVITIES**

**San Miguel Elementary School, Service Learning** Spring 2018

- Mentored 2<sup>nd</sup> grade children and helped them with math homework

**Italian Club**, Vice President 2015-present

- Coordinate annual St. Joseph's Day Table fundraiser earning over \$300
- Facilitate bi-monthly meetings for approximately 15 members
- Organize monthly cultural outings and/or guest speakers

**Dominican University Study Abroad: London, England** Fall 2017

- Researched British Museum's Ancient Greek & Roman collections

**Student Volunteer Tax Assistance Program** 2016, 2017

- Assisted underprivileged families in completing federal tax returns

**Dominican University Women's Varsity Basketball** 2016-present

- Nominated by teammates "Most Improved Player" for Fall 2016 season

**EXPERIENCE**

**Dominican University**, River Forest, Illinois September 2015-Present  
Student Worker, Career Development

- Create fliers and posters for office events using Microsoft Publisher
- Enter employment opportunities into a database with over 500 positions

**Target**, Chicago, Illinois September 2014-July 2015  
Sales Associate

- Processed customer transactions averaging \$10,000 per week
- Balanced deposits of an average \$5,000 at end of evening shifts
- Maintained visual displays and re-stocked merchandise



## ACTION WORDS

Accepted	Dealt	Handled	Participated
Achieved	Defined	Headed	Performed
Adapted	Delegated		Persuaded
Adjusted	Demonstrated	Imagined	Planned
Administered	Designed	Implemented	Prepared
Advised	Detailed	Improved	Presented
Allocated	Determined	Improvised	Presided
Analyzed	Developed	Increased	Prioritized
Anticipated	Devised	Indexed	Produced
Appraised	Diagnosed	Informed	Programmed
Approved	Directed	Initiated	Promoted
Arranged	Discovered	Innovated	Protected
Assembled	Displayed	Inspected	Provided
Assessed	Dissected	Inspired	
Assigned	Distributed	Installed	Questioned
Assisted	Drafted	Integrated	
	Dramatized	Interviewed	Recognized
Balanced		Invented	Recommended
Budgeted	Earned	Investigated	Reconciled
Built	Edited		Recorded
	Effectuated	Justified	Recruited
Calculated	Empowered		Rectified
Catalogued	Encouraged	Keynoted	Reorganized
Checked	Enforced		Reported
Clarified	Engineered	Led	Researched
Classified	Enlarged		Retrieved
Collected	Enlightened	Made	Reviewed
Communicated	Enlisted	Maintained	Revised
Compared	Established	Managed	
Compiled	Estimated	Mapped	Scheduled
Composed	Evaluated	Mastered	Screened
Computed	Examined	Measured	Served
Conceived	Executed	Mediated	Shaped
Conceptualized	Expanded	Motivated	Simplified
Conducted	Experienced	Monitored	Solved
Confronted	Experimented	Moderated	Strengthened
Constructed	Explained		Supervised
Consulted		Navigated	
Contracted	Facilitated	Negotiated	Tailored
Controlled	Financed	Nominated	Trained
Converted	Formed		Translated
Conveyed	Formulated	Observed	
Coordinated	Founded	Operated	Unified
Copied		Ordered	Utilized
Correlated	Generated	Originated	
Counseled	Governed	Organized	Verified
Created	Grouped	Overcome	
Critiqued	Guided		Wrote

There are very important writing guidelines to keep in mind as you develop your resume.

- **Write your own resume...** your resume should be authentic and accurately reflect your goals and achievements; you are the best person to accomplish this task. Writing your resume also forces you to organize, analyze and articulate your experience, a process that enhances your interview technique.
- **Find your thesaurus...**and keep it close at hand. Select specific, action verbs that convey your experience, results, etc., as clearly as possible. Do not repeat the same verbs or nouns throughout your resume. Do not use first person (don't say "me" or "I").
- **Brief is better...**phrases should be used instead of sentences. Avoid paragraphs. Make your point and move on.

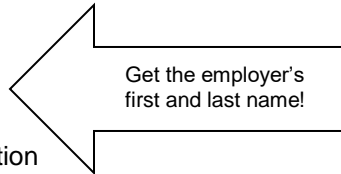
Your contact info  
Address  
City, State Zip Code  
Phone Number  
Email

(Use the same heading that is on your resume)

**Irene Internship**  
7900 W. Division Street  
River Forest, Illinois 60305  
708-366-2490  
Irene\_Internship@yahoo.com

Date

Employer's Name  
Employer's Title  
Name of Company/Organization  
Address  
City, State Zip Code



February 15, 2017

Theresa Pierce  
Human Resources Manager  
XYZ Corporation  
7500 W. Lake Street  
River Forest, Illinois 60305

Dear Mr./Ms. Last Name:

Dear Ms. Pierce:

**First Paragraph** -- Answer three questions: Who are you, what do you want and how did you find out about it? (this does **not** mean, start the paragraph by saying, "My name is ...") Provide information showing your specific interest in the company. Also indicate how you became aware of the opening (newspaper, website, etc.) and the specific job title if you have it.

I became aware of the summer internship program with XYZ Corporation through the Career Development office at Dominican University. I am currently a Junior at Dominican University pursuing a Bachelor of Arts degree with a major in \_\_\_\_\_. I am submitting my resume for your review for this position.

**Second Paragraph** -- Sell yourself! Highlight one or two qualifications you feel would be of greatest interest to the employer. Be specific!! Don't just say "I'm organized" say "I have demonstrated strong organizational skills as the Secretary of Dominican University's Accounting club" If you have had related experience or specialized training, point it out as well.

Your internship program requires the ability to communicate well with a diverse customer base. I have demonstrated my strong communication skills in my coursework at Dominican University. Most recently, I participated in a group presentation analyzing the diverse student population at Dominican University. This project required extensive interviewing and research for its completion. Once completed, we presented the results of this project in a PowerPoint presentation to a class of 20 students. My ability to communicate well with others would make me an asset to your company.

**Third Paragraph** -- Thank the reader for his/her time and consideration. Indicate that your resume is enclosed. Invite the reader to schedule an interview at his/her convenience.

Thank you in advance for your consideration. I look forward to meeting you in person to discuss the internship opportunities with XYZ Corporation. I can be reached at 708-366-2490 to schedule an interview at your convenience.

Sincerely,

Sincerely,

<sign your name>

*Irene Internship*

Type your name

Irene Internship

Enclosure

Enclosure

**CAMPUS**

7900 W. Division Street  
River Forest, Illinois  
60305

**Irene Internship**

Irene\_Internship@yahoo.com  
773-555-1212

**PERMANENT**

1234 S. Main Street  
Chicago, Illinois 60611

(Use the same heading that is on your resume for your references page)

Karen Smart, Vice-President  
Supervisor at Hill and Knowl, Inc.  
1000 Corporate Dr.  
River Forest, IL 60305  
(708) 555-1212

Stanley Best, Ph.D., Associate Dean  
Professor at Dominican University  
Dominican University  
7900 W. Division  
River Forest, IL 60305  
(708) 524-6000  
beststan@dom.edu

Cary Cool, Bookstore Manager  
Supervisor at Family Bookstore  
315 E. College Ave.  
River Forest, IL 60305  
(708) 524-6000

**Remember:**

- Obtain permission to use your references before you give them out. Be sure you have the correct information about where they want to be contacted. Most references will not want you to give out their home address information. Each time you give an employer your references, let your references know who will be calling them. That way they can prepare in advance to say something nice about you!
- Note that your reference sheet should be printed on the same paper that you used for your resumes, cover letters, and thank you letters.
- References usually are not given out when you send your resume. You should bring them in when you interview with an employer, and offer them at the close of the interview. If you **do not** want your present employer contacted before an offer is extended for the new position, you could add a comment to the reference information for your present employer such as "May be contacted after an offer for employment has been extended." Be sure you clarify this on the application as well.