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: ____________________________________________________________________________
                             Last    First    Middle   ☐ Junior  ☐ Senior

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:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
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)

Internship Faculty Advisor Name (print)   Signature      Date

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

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.

Student Name (print)    Signature     Date

Career Development (print)     Signature                    Date