NEW!! 3 Step Internship Course Enrollment Process

www.my.davenport.edu/internships

STEP 1: APPLY FOR YOUR INTERNSHIP COURSE DURING THE APPROPRIATE DATES:

<table>
<thead>
<tr>
<th>FALL - 15 WEEK</th>
<th>WINTER - 15 WEEK</th>
<th>SPRING/SUMMER - 12 WEEK</th>
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<tbody>
<tr>
<td>April 15 - May 15</td>
<td>August 15 - September 15</td>
<td>December 15 - January 15</td>
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Complete 4 TASKS during the dates listed above:

1. Contact your Academic Advisor to verify the semester of Academic Eligibility for your Internship Course - this includes learning the course code(s) you need to take, plus the number of course credits you need for the course(s).
2. Upload your resume in your Handshake Account. Work with your Career Coach to get it in reviewed status & ready for STEP 2.
3. Attend an Internship Workshop – Register thru your Handshake Account.
4. Respond to the Post Internship Workshop Survey – students only gain access to this required survey after attending a workshop.

STEP 2: SEARCH FOR POSITIONS, APPLY, INTERVIEW, & BE SELECTED:

1. Tap into YOUR Network of Connections – Family, Friends, DU Faculty, DU Staff & More!!
2. Check Handshake to view active internships for all majors. Filter by your course code Label: MGMT, ACCT etc...
3. Attend Career Services Career Fairs & Events to meet with various employers about potential internships available.
4. Create a LinkedIn account and use it to follow specific companies that interest you, make connections with DU Alum within those companies, and conduct research before you interview.
5. Visit indeed.com and/or employer and industry specific websites.

STEP 3: REPORT YOUR INTERNSHIP IN HANDSHAKE DURING THE APPROPRIATE DATES:

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<td>May 15 - July 15</td>
<td>September 15 - November 15</td>
<td>January 15 - March 15</td>
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**If you cannot report a position during these dates, you must email your Internship Manager a list of all the places you have interviewed, or will interview, and request an extension**

Login to your Handshake Account - navigate to the “Experiences” tab to “Request an Experience” and report your internship there.

- You remain on the Wait-list (at ZERO credits) until your position makes it through the approval process.
- Check on the progress of your internship approval in Your Handshake Experience at any time.
- Contact your Internship Manager by leaving comments in this area too.

INTERNSHIP POSITION 7 STOP APPROVAL PROCESS

STOP 1: Internship Manager reviews your experience before starting your approval process. If your position description is not detailed enough, or any information is missing, your approval process will not begin and you will need to make revisions.

STOP 2: Academic Advisor verifies you are still eligible for the course.

STOP 3: Academic Department Chair reviews the description of your position to make sure it meets learning outcomes for your major.

 Seventy percent (70%) of what you do in the position must be related to your major.

STOP 4: Your Internship Site Supervisor reviews the information you submitted and either approves, or declines. If you did not already talk to them about using the position to receive academic credit, there is a very strong possibility they will decline.

STOP 5: Office of Experiential Learning reviews your internship site’s acceptance of responsibilities

STOP 6: University Compliance

- **F-1 Status International Student** - The Primary Designated School Official (PDSO) reviews to determine if you are eligible for Curricular Practical Training (CPT). If you are eligible, CPT will then be initiated. If you are not eligible, you will need to contact her directly for more information.

- **U.S. Citizen or Resident Alien** - Director of Experiential Learning reviews and approves.

STOP 7: Academic Advisor notified to register you for the course. After you are registered, you will receive a congratulatory email stating your internship was approved.

UNIQUE CIRCUMSTANCES TO DISCUSS WITH YOUR INTERNSHIP MANAGER:

- **On-Campus**: You must complete additional paperwork with your DU Internship Supervisor & DU’s HR Department.

- **Health Care Organizations**: Possible screening pre-requisite course – student is responsible for associated costs.

- **Not in Michigan, or in a Foreign Country**: Advanced planning, additional costs, and paperwork needed.

Created 05/04/20, Revised 05/27/20 by S.Watanabe
Internship Workshop

REQUIRED FOR
College of Arts & Sciences
College of Technology
&
Maine College of Business

Join to also learn about two other options for completing the Experiential Learning requirement of your Degree Plan:

- Field Experience Course (BUSN489 / TECH489)
- Credit for Prior Learning Assessment (PLA)

Who Should You Contact?

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<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
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