1. **Should you take an Internship 490/790 Course, a 489 Field Experience Course, or apply to receive Credit for Prior Learning?**

   a. If you do not have Work Experience in your major, take an Internship Course (490/790).
   b. If you have 2-3 Years Work Experience in your major, take a Field Experience Course (489).
      - This 3 credit course is a consultation project for a real employer. Students work in groups to provide this free service to organizations that request it from the Office of Experiential Learning.
   c. If you have 3+ Years Work Experience in your major – Credit for Prior Learning may be a possibility. There is a $130 non-refundable fee, but you’ll save the cost of a 3 credit course. You must create a Prior Learning Assessment Portfolio. Visit [my.davenport.edu/experiential-learning](http://my.davenport.edu/experiential-learning) to find out how to pursue this option.
   d. An Internship with your Current Employer, if you’ve been with them longer than 6 months at the start of the Academic Term of your internship course, has 3 requirements:
      1. Different Department.
      2. Different Supervisor.
      3. Different Responsibilities that are 70% related to your degree.

2. **Internship Course Enrollment Three Step Process:**

   **STEP 1:** 3 TASKS after this Workshop. TASK 1 & TASK 2 must be completed **before** you attempt TASK 3:

   - **TASK 1** = Contact your Academic Advisor to verify when you are academically eligible for your internship course and make sure you are on the wait-list for that semester. This also includes learning the course code(s) you need to take, plus the number of course credits you need for the course(s).
   - **TASK 2** = Upload your résumé in your Handshake Account so it can be reviewed by a DU Career Coach
   - **TASK 3** = Respond to the Post-Internship Workshop Survey within the appropriate timeframe, or you won’t be able to take an internship course in your preferred academic semester:

     FALL – 15 WEEK = April 15 – May 15
     WINTER – 15 WEEK = August 15 – September 15
     SPRING/SUMMER – 12 WEEK = December 15 – January 15

   **STEP 2:** Search for a position, interview, get selected and accept a position.

   **STEP 3:** Report your Internship Site within the appropriate timeframe, or you won’t be able to take an internship course in your preferred academic semester:

     FALL – 15 WEEK = May 15 – July 15
     WINTER – 15 WEEK = September 15 – November 15
     SPRING/SUMMER – 12 WEEK = January 15 – March 15

   a. Login to your Handshake Account:
   b. Navigate to your “Career Center” tab
   c. Under “What can we help you find” Navigate to “Experiences”
   d. Click on the blue “Request an Experience” button. You must accurately provide all the information about your internship site. **Any mistakes or typos, especially with your supervisor’s email address, will delay your approval process, which means you might not get registered for class and that could delay your ability to graduate.**
   e. You need to provide a very detailed description of your internship duties. You may copy and paste it from the employer’s website/posting, or request more information from them if it is too brief
   f. To help you get it right the first time, one-to-one appointments can be scheduled with your Internship Manager if you need help with STEP 3. To take advantage of this option (after you have accepted a position and need to report it) Log-in to your Handshake Account and Navigate to your “Career Center” tab to find available meeting times.
3. **Internship Positions 7 STOP Approval Process** – you can check on the progress of your internship approval in Your Handshake Account at any time.

**STOP 1:** Internship Manager reviews your submitted information 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.

4. **Important Aspects of Internship Courses:**
   a. They have Tuition Costs associated with them.
   b. They have pre-requisites and GPA minimums, 2.3 – employers frequently request 3.0 to 3.5 and higher
   c. They are Real Time Virtual (RTV) Courses and are usually set for Monday, 5:00 – 5:50.
      - They may, or may not, meet every week through blackboard collaborate, Google Hangout, or Skype.
      - The faculty member will determine the actual meeting dates and time. If the times do not work with your other time commitments, work to make the class meeting the priority, contact your instructor directly to make alternate arrangements if you are not able to do so.
   d. Syllabus and homework assignments are loaded in BlackBoard shortly before the term starts.
   e. DU’s MINIMUM work hour requirements for the duration of the Academic Term:
      - 1 Credit = 50 hours
      - 2 Credits = 100 hours
      - 3 Credits = 150 hours
      - 4 Credits = 200 hours
      - 5 Credits = 250 hours
      - 6 Credits = 300 hours
   f. You can start working in the position early, but NONE of the hours you work prior to the start of the academic term will count towards the minimum work hour requirements – those hours must be worked within the actual ACADEMIC TERM DATES. Refer to the **Academic Calendar** for specific dates.
   g. The employer will determine how many hours they need you to work. It is frequently more than DU’s minimum requirements. You are encouraged to work as many hours as possible to get the best experience!

5. **Three key players help you successfully enroll in an Internship Course:**
   a. **Academic Advisor:**
      - Helps you determine the term you will be academically eligible for an Internship Course & adds you to the Wait-list for that term.
      - You remain on the Wait-list (at ZERO credits) until you report the position you accepted, and it makes it through the approval process.
      - At this point your advisor will register you for the course and will receive a confirmation email.
   b. **Career Coach:**
      - Provides assistance with résumé, coaching about search, special employer events, and interviewing.
   c. **Internship Manager:**
      - Reviews your reported internship experience to start the approval process.
      - Recruits employers and helps them create positions to add to **Handshake** so you can apply.
      - Please communicate in the Comments & Activities section of your Experiences Overview Tab in **Handshake**.
6. Details about how a DU Career Coach can help with your search:
   a. Contact info and resources available at my.davenport.edu/career-services.
   b. They can assist you with your résumé, LinkedIn profile, searching, and interviewing.
   c. Schedule a Google Hangout Appointment in Handshake with a Career Coach for an in-depth review of your résumé before you apply for any positions.
   d. Upload your résumé to Handshake. This is a required part of the Internship approval process – refer to STEP 1 in item #2a at the top of this document.
   e. A Career Coach will review it very quickly to make sure it meets the 5 second rule – No typos or grammatical errors, education included properly and information targeted to your career field.
   f. A targeted résumé is critical for getting selected for interviews, plus it is Your Cheat Sheet during interviews.
   g. Log-in to your Handshake account and Navigate to your “Career Center” tab to schedule a Google Hangout Appointment for a 1:1 review of your resume, or a Mock Interview with a Career Coach.
   h. Use Davenport University’s InterviewStream to practice, record yourself, review and practice again and again and again!

7. Sources for Internship Positions:
   a. Again, an Internship with your Current Employer, if you’ve been with them longer than 6 months at the start of the Academic Term of your internship course, has 3 requirements:
      1. Different Department
      2. Different Supervisor
      3. Different Responsibilities that are 70% related to your degree.
   b. Capitalizing on relationship connections you already have in your life.
   c. New Job or Promotion – internship course must be taken within 6 months of your hire date.
   d. Career Fairs & Other Career Related Events found in Handshake (app.joinhandshake.com/login).
   e. In Handshake (app.joinhandshake.com/login) – Use Filters to search using “Labeled by Your School” – scroll to the very bottom to find this feature.
      ▪ Use your majors’ course code in this area to find positions labeled by Internship Managers as possible for: ACCT490, ACCT790, BIOL490, BUSN790, CISP490, CSCI490, DATA790, FINC490, GPMT490, HRMG490, IAAS490, IAAS790, LEGL490, MGMT490, MKTG490, MTKG490, NETW490, SPMG290, or SPMG390.
   f. Davenport University Student Employment positions have also been used as internships – must be eligible for Federal Work Study (FWS) Pay.
      ▪ Email financialaid@davenport.edu to learn if you are eligible.

8. Search Tips:
   a. Build the network of professional people you know by joining Professional Groups related to your Academic major - attend any meetings they may have.
   b. Create a LinkedIn account - Use it to follow specific companies that interest you, Make connections with DU Alum within those companies, and before you interview – search to find out if the person you will interview with has an account - this will help you feel more comfortable going into the interview, but do NOT tell them you did this which may come across if you stalked them.
   c. Apply for as many positions as you can – 2+ per week. Dedicate 10 - 20 hours a week to networking, searching, writing targeted cover letters and resumes, interviewing and writing follow-up thank you notes.
   d. Apply within 24 hours of seeing/learning about a position!
   e. If you have not heard anything after two weeks - CALL THEM! Tell them how interested you are and ask if you can set-up a time to talk to someone.
   f. Track each time you apply, interview & follow-up.
   g. Make sure employers can reach you by email and by phone. Set-up voicemail and keep it cleaned out so they can leave a message. Check both frequently and respond immediately, even if that means leaving them a message after normal work hours. This will show them the opportunity is important to you.
   h. Target Specific Companies and check their Websites every few days.
      ▪ Go to the Internship Website and find the Document titled “Internship Site History by Program 2019” located in the INTERNSHIP RESOURCES section.
   i. Use other Job Search Engines such as indeed.com.
   j. Application Ethics - if requested, always disclose any Criminal Background history on your applications.
9. **Succeeding in Your Internship**
   
   a. Students who are fired from their position will almost always fail the course – both sides of the story are investigated first.
   
   b. Treat your position as if it were regular full-time employment.
   
   c. Even if DU is on break, you must discuss your work schedule with your site supervisor and may still need to report to work during the break.
   
   d. Find out before your first day what the organizations expectations are for attendance, dress code, being on-time, performance reviews etc.
   
   e. Never use personal cell phone or social media while you are working, **unless it is required in the position – students have been fired for this in the past.**
   
   f. Conduct yourself with integrity, respect and responsibility as required through the regulations, policies and expectations of DU’s Excellence System, DU’s Student Code, as well as DU’s Athletic Code if you are an athlete.

---

## Who Should You Contact?

<table>
<thead>
<tr>
<th>Debora Crudele</th>
<th>Brandi Melkild</th>
<th>Tonya Ransome</th>
<th>Lindsey Shull</th>
<th>Wayne Sneath</th>
<th>Shari Watanabe</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:dcrudele@davenport.edu">dcrudele@davenport.edu</a></td>
<td><a href="mailto:bhdyld@davenport.edu">bhdyld@davenport.edu</a></td>
<td><a href="mailto:tansome1@davenport.edu">tansome1@davenport.edu</a></td>
<td><a href="mailto:lshull@davenport.edu">lshull@davenport.edu</a></td>
<td><a href="mailto:wsnearth@davenport.edu">wsnearth@davenport.edu</a></td>
<td><a href="mailto:swatanabe@davenport.edu">swatanabe@davenport.edu</a></td>
</tr>
<tr>
<td>Business Administration</td>
<td>Data Analytics</td>
<td>Finance</td>
<td>Biological Lab Science</td>
<td>Credit for Prior Learning Assessment (PLA)</td>
<td>Accounting</td>
</tr>
<tr>
<td>General Business</td>
<td>Industrial Production Management</td>
<td>Marketing</td>
<td>HR Management</td>
<td>for All Majors</td>
<td>Computer Info Systems</td>
</tr>
<tr>
<td>International Business</td>
<td>Risk Management</td>
<td></td>
<td>Legal Studies</td>
<td></td>
<td>Cyber Science</td>
</tr>
<tr>
<td>Leadership &amp; Org Performance Management</td>
<td>Sport Management</td>
<td></td>
<td></td>
<td></td>
<td>Cyber Defense</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Digital Forensics</td>
</tr>
</tbody>
</table>

---

Created 05/01/20, Revised 05/27/20 by S.Watanabe
R:\Experiential Learning\REIM\REIM Events and Marketing Materials\Internship Workshop\Internship Workshop Info