



Gaining experience

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Community engagement

Student employment, including on- or off-campus work-study

- Before applying to positions, speak with Financial Aid to see if you are work-study eligible
- Search at jobs.davenport.edu and select “Students”
- Many of these roles can be used for an internship

Registered Student Organizations (RSOs)

- Employers look for candidates who know how to get involved and have an impact

Professional associations

- Contact your faculty or career coach for associations related to your field of study or interests

Volunteer work

- Be a person employers look for — someone with the ability to connect with the community
- Accept larger roles, and build your leadership skills

Study abroad

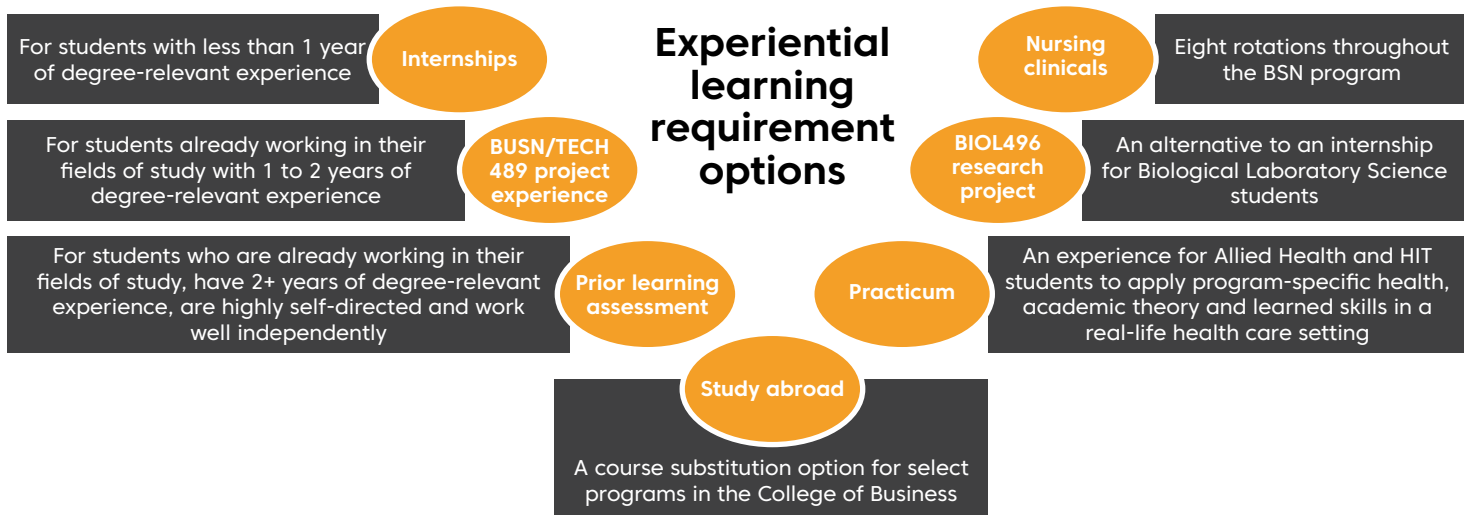
- Gain experience, learn about new cultures, and explore the world: my.davenport.edu/study-abroad



ENGAGE@DU facilitates engagement by connecting students with organizations, departments and programs. Participate in RSOs or start your own: engage.davenport.edu.

Experiential learning

As we are committed to providing students the essential skills listed in the DU Excellence System (pg. 11), every bachelor’s program at DU contains an experiential learning requirement to provide real-world experience beyond the classroom. Based on your program, it is important to find which path or combination might be right for you.



Practicums — CoHP

1. **Register and attend a Practicum Seminar** through Handshake for your anticipated practicum semester deadline
2. **Upload a résumé to Handshake** that obtains “Reviewed” status
3. **Meet with their associate department chair** to determine academic eligibility
4. **Upload required immunizations** to Verified Credentials scholar.verifiedcredentials.com/davenport:
 - MMR vaccine
 - TDaP vaccine
 - TB test
 - Seasonal flu vaccine
 - Varicella vaccine
 - Hepatitis B vaccine
 - COVID-19 vaccine
5. “Request an Experience” in Handshake prior to your deadline: davenport.joinhandshake.com/experiences

More information can be found on our website: my.davenport.edu/college-health/practicums.

Practicum Experience request deadlines:

Spring/Summer Experiences: January 15
 Fall Experiences: May 15
 Winter Experiences: September 15

Internships — CoB, CoT, CoAS

STEP 1: Waitlist, résumé, Internship Workshop and survey

- Contact your academic advisor to verify the semester of academic eligibility (2.3 or better GPA) and to be added to the course waitlist.
- Connect with your career coach to work on your résumé, and upload it to Handshake. It is required to have a “Reviewed” status.
- Register and attend an Internship Workshop, and complete the Post-Internship Workshop Survey within three business days. Register for workshops in Handshake under the “Events” tab.

STEP 2: Get selected—search, apply and interview for positions:

- Utilize your network of friends and family members.
- New jobs or promotions related to your degree can be used as your internship.
- Utilize career fairs/events, LinkedIn (pg. 46) and other job search sites (pg. 40).
- Check Handshake (pg. 44) to view active internships. Filter by labels that include your course code: MGMT, ACCT, etc.
- Interning with a DU department, health care organization, outside the state of Michigan, or you are not a U.S. citizen? Speak with your internship manager, as advanced planning, additional paperwork and costs may apply.

STEP 3: Request your internship in Handshake no later than the appropriate semester deadline:

Fall experience — 15 Weeks Aug. 15	Winter experience — 15 Weeks Dec. 15	Spring/summer experience — 12 Weeks April 15
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Collect all contact information before requesting the experience in Handshake, as you are not able to save a draft. Be thorough; 70% of your job description must be major-related to be approved for class:
davenport.joinhandshake.com/experiences.

More information can be found on our website: my.davenport.edu/internships.

Internship Workshop notes — write it down!

There is a lot of information covered in the workshop that you are expected to remember. Take notes to answer some of these important questions related to your situation:

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| <ol style="list-style-type: none"> Who is my academic advisor (helps me with waitlist and eligibility)?
_____ What internship course(s) do I need (e.g., MGMT490 or SPMG290)?
_____ How many credits do I need?
_____ How many hours do I need to work minimum (50 per credit hour)? Maximum = N/A
_____ Between which academic calendar semester dates? davenport.edu/academics/calendar
_____ Do I have the time and means to travel to my internship? Yes No Who is my career coach (helps with résumé, cover letter and interview prep)?
_____ Who is my internship manager?
_____ Will I have to pay for the class?
Yes No | <ol style="list-style-type: none"> Can I afford to accept an unpaid internship?
Yes No How and where do I search for internships?
See page 40. Where do I want to intern, and how do I plan to track my search? See page 41. What do I want to do and learn (with 70% relevance to my degree)?

_____ When should I complete my Internship Post Workshop Survey?
_____ When is my Internship Experience request deadline?
_____ What is my next step(s)? What am I missing for my internship process?

_____ |
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