

# Academic Internships at NPU:

## Faculty Information

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### **3 Steps for Students to Pursue an Academic Internship:**

1. **Academic Advisor:** Students seek out their academic advisor in the semester before they plan to do an internship (Before or during registration). Students will submit an Eligibility Form and obtain their advisor's signature for approval to pursue a credit-bearing internship indicating the advisor's support. The Career Office then ensures that "ACSR" 4970 is added to the student schedule. The call letters will change to the student's major once an internship is secured.
2. **Resources and Information from the Career Development and Internships Office (CDIO):** The CDIO will email the student with resume templates, how to obtain internship site information, opportunities to practice interview skills, networking tips, and any other important information regarding academic internships, as well as databases and websites to research internship opportunities.
3. **Memorandum of Agreement (MOA) –** Once the student has secured an internship site, she/he will complete the Memorandum of Agreement which includes signatures from the faculty sponsor, site supervisor, and International Office director if needed. Paper and electronic options are available for the student to utilize.

Important to note:

\*\*Each department has jurisdiction over its eligibility process. See your department chair for specific details. It is encouraged that students decide whether they intend to pursue an academic internship for the following term in the first six weeks of each semester.

\*\*Each department may have a different process for deciding faculty sponsors, whether by academic advisor, chair decision, or student selection. Either way, the final faculty sponsor name must be identified on the Memorandum of Agreement form.

\*\*Any student who has not turned in an MOA by the add/drop deadline each term will automatically be dropped from "ACSR 4970"—the internship registration.

### **Faculty Narratives and Payment:**

The CDIO requires the faculty narrative cover page, student goals and objectives, and the student final paper or project to request stipends for internship sponsors. All faculty narratives must be signed by the department/division chair or dean. The CDIO will report all faculty sponsor names to the provost office for payment. For questions regarding payment processing, see the provost's office.

### **Entering Grades:**

All faculty sponsors should enter a pass/fail grade into web advisor at the conclusion of the internship by the deadline date for grade submission each semester.

### **Site Communication:**

Each faculty sponsor is responsible to reach out the internship site in the beginning, middle, and end of the internship to ensure that both parties found the experience mutually beneficial. Any feedback regarding student performance should be addressed. Faculty sponsors should encourage site supervisors to have an open line of communication with his/her student. The CDIO will send additional emails to the sites to thank them for their participation, and to survey their satisfaction with the internship experience.

## **Common Questions for First Time Faculty Sponsors:**

### **Q: What are students required to do in the internship?**

A: There are three overall requirements during the internship.

1. **Create Goals and Objectives**
2. **Hours Completion** – The CDIO does not collect an hours log. You may include this as a part of the student project if you wish.
  - a. 1 semester hour: minimum 150 hours overall, about 10/wk
  - b. 2 semester hours: minimum 175 hours overall, about 12/wk
  - c. 3 semester hours: minimum 200 hours overall, about 14/wk
  - d. 4 semester hours: minimum 225 hours overall, about 16/wk
3. **Final Paper/Project** – Dates and parameters set at the beginning of the internship with the faculty sponsor.

### **Q: Are internships paid?**

A: Some are and some are not. Paid internships are eligible for credit, with the exception of Psychology internships.

### **Q: Where do students find the list of internship sites?**

A: The CDIO maintains online databases of opportunities. The Career Hub hosts opportunities connected to NPU: [www.northpark.edu/careerhub](http://www.northpark.edu/careerhub). Additionally, [www.pearltrees.com/npucareers](http://www.pearltrees.com/npucareers) hosts hundreds more opportunities open to all post-secondary students, without specific relationship to NPU.

### **Q: Are students limited to CDIO-relayed opportunities?**

A: No, students have the freedom to pursue any opportunity they find, as long as the faculty sponsor deems it a suitable and major-related site, and that it is not a remote position—university policy requires the host site be a “brick and mortar” location.

### **Q: Can we add to the Academic Internships List during the school year?**

You are welcome to pass along any new site information to your students or the CDIO can add the information to the databases.

## **IMPORTANT TO REMEMBER:**

- If students do not find placement and drop the course, this can affect the overall amount of hours they take during the semester and therefore can affect their billing or financial aid. Dropping the internship may cause students to fall below the 12-hour requirement to stay full time. Because of this, it is highly advised that students choose a “back up course” to put in place, should they decide to not take the academic internship. **PLEASE** help students be aware of this dynamic.
- If students choose to pursue a summer internship for credit, there is an out-of-pocket fee. Credits are discounted 50% in the summer, and financial aid is not available. Please remind students of this cost.

- International Students – must see the International Office to complete Curricular Practical Training (CPT) documentation. Students may NOT legally begin any internship experience until this step is complete.

## **Please see the Academic Handbook Or Your Department's Guidelines for Internship GPA and Pre-Requisite Requirements**

### **GPA and Special Requirements:**

- A minimum 2.0 GPA overall is required, and a minimum 2.5 GPA in your major is also required to be approved to pursue an internship (**note: Biology and Psychology majors must have a minimum 3.0 GPA in the major.**)
- **Students must have junior or senior level credits.**
- Students must have been at North Park for at least 1 full academic year.
- Students can take a maximum of 8 hours of internship credit to be applied to graduation. A maximum of 4 hours of internship credit is allowed per semester.

### **Internship Site Requirements:**

The following are university standards for a viable academic internship site.

- **Major Related and Faculty Approved** – First and foremost, it should meet your guidelines as a faculty sponsor.
- **Physical Location** – The site should have a physical business location. Remote opportunities are not permitted.
- **Expertise and Site Supervision** – Students should have the guidance of someone in their field on site.
- **Skills and Hours** – The experience should enhance the student skill set and have the correct number of hours available for the student to gain credit.
- **For Nonprofit Organizations** –
  - Official status as a 501c3 organization.
  - The position should be either an ongoing internship position or one time project with project direction and supervision.