

Application for Internship Program



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 sponsor, which professional experiences would be desirable and worthy of credit. The student then may discuss appropriate professional experiences with Career Development. They will work with the student and assist with the search process but does not guarantee placement.
3. Once the student has accepted an internship, the student should complete the Application for Internship via DocuSign, 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 Sponsor reviews the application, completes the Internship Faculty Sponsor section of the Internship Agreement, and obtains approval signatures from the Career Development and Registrar.
4. The Internship Faculty Sponsor will spell out the specific experiences and requirements for the successful completion of the internship. (Requirements may include: analytical paper, oral presentation, daily journal, outside readings, or any combination determined by the Internship Faculty Sponsor).
5. The student will register for Internship (**course subject and course number example: BIO4970**). **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 and deadlines.**

ACADEMIC STANDARDS FOR INTERNSHIP PROGRAM

- Approval of Internship Faculty Sponsor and Department are necessary before the student begins the process of obtaining an internship.
- Student must have Junior or Senior class status and declared major.
- Student must have been enrolled at North Park University for 2 semesters prior to the inception of the internship.
- Student must have an overall GPA must be above 2.0/4.0 at the time of application.
- Student must have a GPA of 2.4/4.0 or above in their major. (**Please note some departments have specific GPA criteria*).
- Student must 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, complete application, and submitted to the Registrar’s Office via DocuSign prior to the start of the Internship.
- F-1 students must consult with the Director of International Affairs concerning regulations and required paperwork. If an internship is paid, F-1 students must obtain work authorization from the Director of International Affairs **prior** to the start of the internship.

STUDENT INTAKE FORM



FALL SPRING SUMMER

YEAR: _____

NAME: _____ Junior Senior
Last First Middle

HOME ADDRESS: _____
Street City State Zip

TERM ADDRESS: _____
Street City State Zip

TERM PHONE: () _____ CELL PHONE: () _____

E-MAIL: _____ ID NUMBER: _____

INSURANCE: NORTH PARK PARENT OTHER

INTERNATIONAL STUDENT STATUS:

F-1 STUDENT VISA J-1 STUDENT VISA OTHER: _____

INTERNSHIP FACULTY SPONSOR NAME: _____

MAJOR: _____ SECOND MAJOR: _____

INTERNSHIP CREDIT/S REQUESTED: _____ MAJOR GPA: _____ OVERALL GPA: _____

COURSE WORK COMPLETED SUPPORTS THIS REQUEST:

MAJOR: _____

OTHER: _____

BRIEFLY DISCUSS YOUR REASONS FOR WISHING TO PARTICIPATE IN THE INTERNSHIP PROGRAM. INCLUDE GOALS YOU EXPECT TO ACHIEVE DURING YOUR INTERNSHIP:

MEMORANDUM OF AGREEMENT

Agreement between North Park 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 as an attachment.

Student's Work Schedule Days: _____ Hours per week: _____

Rate of Pay (if applicable) : _____ 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 North Park 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 North Park University, and that North Park University's involvement with the internship is limited to overseeing the educational aspects of the student's experience. North Park 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
Is this company a non-profit organization? Yes No

(_____) _____
Telephone

Street Address

(_____) _____
Fax Number

City State Zip

E-MAIL

Supervisor Name Signature Title Date

Are you an alumnae/i of North Park University? Yes No

Career Development Staff (Full Name) Signature Date

FACULTY SPONSOR AGREEMENT

Agreement between North Park 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 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-five hours of work per semester is expected per credit hour awarded. The internship will include the following specific experiences and requirements:

Attach academic requirements: description of initial site goals/objects for the internship for the student.

Internship Faculty Sponsor Email _____ Internship Faculty Sponsor Contact # _____

Internship Faculty Sponsor Name _____ Signature _____ Date _____

Yes, I approve of this site location for the student. If it is a new internship site location, I have reviewed the job description and support the approval of this internship site for the student.

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.

Student Name _____ Signature _____ Date _____

Director of International Affairs (Full Name) _____ Signature _____ Date _____
(ONLY IF APPLICABLE)

Career Development Staff (Full Name) _____ Signature _____ Date _____