

DePauw University

Short-Term Internship Program

A short-term internship is an opportunity in which students explore a professional career field of interest by working with a professional organization. Through a short-term internship, students experience what it is like to work in a specific industry or profession, and create a unique experience based on specific career interests.

The process of arranging your own short-term internship closely mirrors the process of researching, profiling and securing full-time work after graduation. Employers admire initiative; a student who arranges and successfully completes the short-term internship process demonstrates determination and ingenuity. Making a good impression at an experience you created, even for a 3-4 week commitment, can lead to future longer-term opportunities. A short-term internship also gives you the opportunity to:

- Fulfill 1 Extended Studies credit at DePauw
- Investigate a career field of your choice for a short period of time (3-4 weeks)
- Clarify your career goals and interest
- “Test drive” a career without the risk of a longer-term commitment
- Get your foot in the door for more competitive internships or jobs
- Add value to your resume
- Learn the professional process of networking and job search

Types of Experiences

Short-term internship experiences vary, and students are responsible for designing their own experience with a host organization. Some students spend the entire Winter Term in one department, while others divide their time among different departments to get a broad overview. Some examples of what you might do at a short-term internship:

- Observing, networking, and working with professionals
- Conduct informational interviews with several people within organization
- Participate in meetings and other functions with staff and/or clients
- Assist with short-term projects or provide administrative/programmatic support
- Conduct research, report writing, etc

Securing a Short-Term Internship

Short term internships are typically unpaid, and most DePauw students develop an experience in their hometown over January, or in cities where they have friends or family, so that living costs remain low. More than 85% of all opportunities are obtained through networking, so these types of experiences are often secured through people we know that work in professions that interest us. Think about your networking circles and the people who are already doing what you want to do and make a list. Here are some examples of networking circles DPU students have leveraged to create short term internships:

- Relatives
- Neighbors
- Parents friends
- Connections through DePauw student organizations
- DePauw peers, alumni, faculty and staff
- Friends Parents
- Doctors/Dentists

You will be amazed at how many people are in your current network that have the capability to steer you towards opportunities and increase your base of contacts. Make sure the people you know are aware of what you want to do so that they can help you make connections in your field of interest. Other ways to secure a short-term internship:

- **DePauw Tiger Tracks**- DPU alumni often post short-term internships for January at various organizations around the country
- **LinkedIn**- Connect with alumni groups in designated cities, and reach out to professionals that work in a career area of interest
- **Alumni Gateway Database**- Attend a Networking Etiquette workshop and learn how to utilize the alumni database to begin making connections for professional development.
- **Research Companies**- Many organizations have an existing internship program, or take on summer interns on a regular basis. Although short-term internships are rarely advertised, companies that work with college interns are usually willing to discuss a shorter term experience. The human resource staff is usually a good place to start, so making a phone call and introducing yourself to explain what you are looking for, might result in a good lead for a short-term internship.

Requirements/Process for Extended Studies Credit:

1 ES credit can be obtained through the Hubbard Center for a short-term internship during Winter Term. The internship must be full time during the 3-4 weeks designated for Winter Term. Students must work a minimum of 35 hours each week. If the following guidelines are achieved, 1 ES credit will be awarded, and the experience will be listed on the student's transcript as a winter term short term Internship (Co-Curricular). The deadline to secure a short-term internship for 2016 winter term is December 1st, 2015.

- **Internship Contract in TigerTracks**- Complete a **contract in TigerTracks by December 1st**, which is located in the student Profile section, under the Internship category (press Add New to access a new contract). Upon submission, the contract will be reviewed and approved by the DPU Internship Coordinator and Internship Host Supervisor prior to starting the internship in January. Name of host organization, supervisor contact information, learning outcomes, and details of internship responsibilities and duties must be listed for contract to be approved. If revisions are needed, the DPU Coordinator of Internships will notify student via email requesting clarification and corrections to contract for approval.
- **Resume**- Upload a final draft of a professional resume in to the TigerTracks document area prior to internship for review by HC staff (due by Dec. 1st, 2015). Make sure to have a resume review completed prior to uploading.
- **Final Report**- Complete a final report in TigerTracks at conclusion of internship. This is an embedded form that is located in the Profile tab under the Internship section. Blogging will be highly encouraged as a reflection on the experience, but not required, but will assist in completion of final report form (due by Feb. 1st, 2016)
- **Host Evaluation Form**- Complete a Host Evaluation Form which utilizes Likert scales to evaluate different components of the internship experience. This is an embedded form that is located in the Profile tab under the Internship Section (due by Feb. 1st, 2016).
- **Student Evaluation Form**- Internship host supervisors will complete a student evaluation form at the end of the internship. This form will be generated through TigerTracks and sent automatically to the supervisor at the end of the student's internship. The student bears the responsibility of ensuring this form is completed by following up with his/her internship supervisor, and/or the DPU Coordinator of Internships, to determine if there were any technical issues that prevented the form from being submitted.