DePauw University - Short-Term Internships
Winter Term Extended Studies Credit

A short-term internship is an opportunity lasting 3-4 weeks that enables you to gain first-hand experience in a career field of interest, and a chance to learn more about career options in a given industry and build on professional skills, goals, and knowledge in a meaningful way. To participate in a short-term Internship during Winter Term and receive 1 extended studies credit, please complete the following steps:

STEP 1: Pre-Internship (Aug-December) -
- Attend Hubbard Center workshops early in the fall semester to assist with search strategies and learn more about the requirements for this Extended Studies option. Secure a short-term internship over Winter Term and complete a contract in TigerTracks by November 14.
- Student will be notified of a DePauw sponsor after the completion of a short-term internship contract in TigerTracks. Begin work on persuasive letter and resume and upload final drafts into your TigerTracks student account in the Document area for sponsor approval by December 1.
- Attend a required pre-internship information session in November or December.

STEP 2: During Internship (January) -
- Short-term internship begins (January 5-22). Students are expected to post one blog entry per week (3 total) for their DePauw sponsor to review.
- During the last week of the internship, conduct an “Exit Interview” and have your supervisor complete student evaluation form in TigerTracks. Complete your host evaluation form in TigerTracks as well.

STEP 3: Post-Internship (February) -
- Submit a final written report summarizing your short-term internship experience in TigerTracks by February 1. Your DePauw sponsor will review and approve it.
- Send a thank you card to both your host supervisor and DePauw sponsor for working with you. Update your professional branding pieces by adding your short-term internship (resume, LinkedIn).

Internship Criteria:
- Short-term internships must be for a minimum of 35 hours per week over Winter Term (105 hours total).
- You cannot work directly for a family member.
- Also, you may not work with a past employer in the same capacity as already conducted.
- You cannot work in a classroom with a former teacher at your former high school.

THE DEADLINE TO APPLY FOR A WINTER TERM SHORT-TERM INTERNSHIP FOR EXTENDED STUDIES CREDIT IS FRIDAY, NOVEMBER 14.