

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

A short-term internship is an opportunity lasting 3-4 weeks that enables students to gain first-hand experience in a career field of interest, and a chance to learn more about a given industry and build on professional skills, goals, and knowledge in a meaningful way. Students may choose to pursue an opportunity in virtually any industry, and must have a clear understanding of what they hope to gain from this professional opportunity and articulate those goals accordingly. The proposed internship must allow the student to obtain an objective perspective on a particular occupation and to acquire new and significant skills while doing so.

**Short-Term Internship Criteria:**

* Students are responsible for contacting potential internship hosts, and to negotiate the terms of the internship. As most short-term internships are unpaid, The Hubbard Center recommends that students seek out an opportunity in a location that fits within their budget.
* Short term internship must be for a minimum of 35 hours each week over winter term (Jan 5-22nd).
* Can work in any industry; work must be project-based or contribute to the daily operational work-functions.
* Student cannot work *directly* for a family member.
* May not work with a past employer in the *same* capacity as already conducted.
* Student cannot work in a classroom with a former teacher at the student’s former high school.
* Designated supervisor must be assigned from the host organization.
* Student is assigned a DPU internship sponsor.

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 (Sept-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 14th** . Work with your internship supervisor to develop three learning goals for your short-term internship. Guidelines to developing goals are located in your Document Library in your Tiger Tracks account. Contract is located under the Profile tab in your TigerTracks student account, under Short-Term Internships.
* Student will be notified of DPU sponsor after the completion of a short term internship contract in TigerTracks. Print or email learning goals to DPU sponsor and begin working on cover letter and resume (examples and guidelines are located in your Document Library in your TigerTrack student account). Upload final drafts into your TigerTracks student account in the Document area for sponsor approval by **December 1st**.
* Complete, sign, and return Medical Release/Liability form (in Document Library in TT).
* Attend a required pre-internship workshop session in November or December to learn about blogging requirements and final report.

**STEP 2: During Internship (January)-**

* Short term Internship begins **(January 5-22nd).** Students are expected to post one blog entry per week (3 total) for their DPU sponsor to review. Make sure to give your DPU sponsor your blog address and password prior to starting internship.
* During the last week of your internship, conduct an “Exit Interview” and have your supervisor complete student evaluation form in TigerTracks (email will be sent to your supervisor). Complete a host and program 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 1st** .  Your DPU sponsor will review and approve. (Guidelines are in your Document Library in TT)

* Send a thank you card to both your host supervisor and DPU sponsor for working with you. Update professional branding pieces by adding short term Internship (resume, LinkedIn).

**Short-Term Internship workshop dates:**

September 8, 2014 – Short-Term Internships Info Session (ES Guidelines, how to secure a short-term internship)  
 Location: Julian Auditorium   
 Time: 4-5pm

September 17, 2014 – Short-Term Internships Info Session (ES Guidelines, how to secure a short-term internship)  
 Location: Ballroom  
 Time: 11:30am-12:30pm

September 24, 2014 – Short-Term Internships Info Session (ES Guidelines, how to secure a short-term internship)  
 Location: Ballroom  
 Time: 11:30am- 12:30pm

October 6, 2014 – Short-Term Internships Info Session (ES Guidelines, how to secure a short-term internship)  
 Location: Julian Auditorium  
 Time: 6:00pm-7:00pm

October 16, 2014 - Short-Term Internships Info Session (ES Guidelines, how to secure a short-term internship)  
 Location: Ballroom  
 Time: 11:30am- 12:30pm

**Mandatory Pre-Internship Workshop (students that have completed contract):**November 3 - 11:45am-12:45am (location TBD)  
November 5 - 6:00pm (location TBD)  
November 18 – 11:45am- 12:45am (location TBD)  
November 20- 6:00pm (location TBD)  
December 3 – 11:45am-12:45am (location TBD)  
December 9 – 6:00pm (location TBD)