

ACADEMIC INTERNSHIP CHECKLIST

Career Services at College of DuPage

All students who want to pursue an academic internship (internships for credit) must meet all College of DuPage internship requirements. Once a student has secured an internship, he or she should schedule an appointment with Krystina LaSorsa, assistant manager for Career Services, (630) 942-2230.

INTERNSHIP CHECKLIST:

All items on this list should be completed by the student seeking academic credit:

- Meet with Krystina LaSorsa, assistant manager for Career Services. Bring a position description that includes the internship duties and responsibilities.
- Identify a faculty advisor and secure authorization of their intent to serve throughout the internship timeframe. Students who do not have a faculty member will be assisted by Career Services.
- Meet with an internship faculty advisor to discuss internship details.
- Complete and submit the following forms to the Career Services Center (SSC, Room 3258): Learning Agreement, Permit to Register, Academic Internship Responsibilities and Student Initial Self-Assessment. **Deadline:** / / (Semester deadlines can be found at cod.edu/internships)
- Register for an internship course. Students will be notified by email of approval with registration information within 10 business days of receipt of all academic internship forms.
- Pay for internship course.
- Begin work at internship.
- Complete and submit the following to Career Services (SSC, Room 3258): Student Record, Student Final Self-Assessment and Site Supervisor Final Assessment. **Deadline:** last day of the term.

FOR MORE INFORMATION, CONTACT:

Career Services
Student Services Center (SSC), Room 3258
(630) 942-2230
csc@cod.edu
For all internship deadlines and forms visit: www.cod.edu/internships

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