

Internship Course Enrollment – 4 Step Process

Forms and resources available at:
www.davenport.edu/internships

STEP 1: Student submits an Internship Course Eligibility Package:

SUBMISSION DATES FOR STEP 1 – NO EARLY OR LATE SUBMISSIONS:

Fall = April 15th – May 15th

Winter = August 15th – September 15th

Spring/Summer = December 15th – January 15th

STEP 1 Documents to submit - Submit ALL at the same time (in person, or emailed as ONE Scanned PDF Document):

- a. Workshop Certificate of Attendance
- b. Intent/Eligibility Form
- c. Signed Degree Plan from Academic Advisor indicating term for internship, pre-requisite courses are complete and GPA requirements are met
- d. Screenshot of Resume in Panther Jobs in DEFAULT status

STEP 2: Student searches for a position!

STEP 3: Student is selected for an internship prior to the start of their Internship Course term and submits to their Internship Manager a form that provides all the information about the site and position

RECOMMENDED DEADLINE DATE FOR STEP 3:

Fall = July 15th

Winter = November 15th

Spring/Summer = March 15th

STEP 3 Document to submit – Internship Experiential Learning Agreement

STEP 4: Internship Manager Verifies the Position & Sends Registration Notification:

- a. Submits position information to the Academic Department Chair to determine if it is worthy of receiving credit for an Internship Course
- b. After position is approved ~ IM contacts the supervisor to verify the position is **REAL** and arranges a written agreement between the company and DU for the Internship
- c. After agreement is received ~ IM notifies Academic Advisor to register their student for the course