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Dear Loyola Students:

Welcome to the Center for Experiential Learning (CEL) and the Academic Internship Program!

We are glad you are interested in the Academic Internship Program at Loyola University Chicago. Internships are valuable educational experiences that may enhance your academic program, provide you with significant experience in a professional field, and contribute to your career development.

This resource manual will provide you with important resources and information to help you get started with your academic internship process. Included in this packet are the following:

- Opportunities for Experiential Learning at Loyola
- Academic Internships at a glance…
- Planning for a Successful Academic Internship Experience
- Maximizing Your Internship
- Sample Academic Internship Program Documents

Please review these documents so that you are aware of the components of this program. We look forward to hearing about your internship experience and all you have learned through your experiences.

Sincerely,

Patrick M. Green, Ed.D.
Director, Center for Experiential Learning
(773) 508-3945
pgreen@LUC.edu

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Our Mission

The Center for Experiential Learning serves students, faculty, staff and community partners of Loyola University Chicago as a resource for experiential learning opportunities and partnerships. We offer information, resources and support for the development of academic internship opportunities, service-learning courses and undergraduate research experiences. In collaborating with the community, we align our work with the Jesuit Catholic mission and vision of our university, seeking “to expand knowledge in the service of humanity,” and learning through extraordinary experiences and critical reflection on those experiences.
Learning beyond the walls of the classroom...

There are many opportunities for Loyola students to engage in experiential learning locally, nationally and internationally, through community service, service-learning, internships, community-based Federal Work-Study employment, and field experiences associated with Loyola’s undergraduate and graduate schools.

The CEL provides the following opportunities to Loyola students.

**ACADEMIC INTERNSHIPS:** As interns, individual students engage in a long term commitment of at least one semester (3+ months) with intensive work responsibilities in an internship position (usually 10-15 hours/week) to gain professional experience. Internships may be paid or unpaid. Academic interns are also enrolled in an academic course at Loyola which requires them to reflect on their community-based experiences through readings and assignments. Students receive academic credit for their internships, depending on program requirements, faculty/department approval, and position availability.

- Louise Deske, Academic Internship Coordinator
  ldeske@LUC.edu, 773-508-3952

**SERVICE-LEARNING:** Each semester, students have the opportunity to enroll in one of more than 25 service-learning courses at Loyola. These courses generally require students to do 20+ hours of unpaid service in the community at organizations whose mission relates to the class’ academic topic. This allows students to enhance their understanding of academic material through community-based experiences while meeting real community needs.

- Chris Skrable, Service-Learning Coordinator
  cskrabl@LUC.edu, 773-508-2380

**STUDENT EMPLOYMENT PROGRAM:** As student employees, individual students engage in opportunities designed to help them earn money, build skills and, when possible, utilize Federal Work-Study awards through on-campus or off-campus employment. Student employment positions vary in length from a few weeks to over a year resulting in, ideally 10-15 hours/week of work. Student employment can exist within any of the following capacities:

- **COMMUNITY-BASED FEDERAL WORK-STUDY**
- **ON-CAMPUS STUDENT EMPLOYMENT (FWS & non-FWS)**
- **OFF-CAMPUS EMPLOYMENT**
- **INTERNSHIPS**

Kathryn Jackson, Coordinator Student Employment
kjackson9@LUC.edu, 773-508-3553

**UNDERGRADUATE RESEARCH:** The Loyola Undergraduate Research Opportunities Program (LUROP) promotes one-on-one research collaboration between undergraduate students and faculty researchers. Numerous students have also presented their research with faculty mentors at national or international academic conferences.

- Kelly Christopher, Undergraduate Research Coordinator
  kfust@LUC.edu, 773-508-3886
An Internship…

Nowadays, **internships** are all the rage for college students. **Advisors and academic mentors** talk about their importance; **career counselors** point out that employers are looking for them on students’ resumes; **parents** ask about them when visiting colleges with their children. And yet, many students don’t really know what an internship is, or **why an internship experience can be so beneficial** to their academic and professional development.

The National Society for Experiential Education defines an internship as “a **carefully monitored work experience** in which an individual has **intentional learning goals** and **reflects actively** on what he or she is learning throughout the experience.” Students can do internships with **for-profit or not-for-profit** organizations. Intern positions can be **paid or unpaid**.

**Why?**

*Students should plan their internship in order to:*

- Apply what you’ve learned in the classroom to **real work experience** and “real-life” situations
- An internship is an appropriate way to “**reality test**” a **career in a chosen field of study** (It may also help to define career choices for a job after graduation)
- Build a strong **resume** (Students with internship experience are highly sought out by companies looking for entry-level candidates because you have already proven skills in the workplace)
- Develop a **network** of professional contacts for future opportunities and references (You may also be able to acquire a mentor in the field to help you in your career)
- Learn which **workplace skills** you need to develop.
- If the internship is paired with an academic course students can **receive academic credit**

**Student reflections:**

As an intern there were a lot of opportunities for others in the company to kind of show us the way things were to be done, but we also found ways to be leaders ourselves. There were some times when the interns would remind the event planners how to get out of the old ways and to embrace new ideas and ways of doing things.

*Julie Hilgendorf ’08  (MedHealth Group)*

Even before receiving the internship offer, I was astonished how the atmosphere at the Chicago Children’s Museum was like at a “real job.” Before this internship experience, I have not been in a professional working environment…. Analyzing my work experience, performance, and surroundings has helped me become more conscious of my overall presence in a working environment.

*Irina Kramskay ’08  (Chicago Children’s Museum)*

At first, it was difficult for me to see the importance of my work at my internship. In fact, I felt insignificant at times…. But in retrospect, I understand that my role was much more significant than I previously thought…. And began to reaffirm my role in the organizational development at CAR.

*Matthew McGarry ’08  (Chicago Artists’ Resource)*
Academic Internships – an Overview

An academic internship is an internship experience that is connected to an academic course in the student intern’s major or an area of interest. The course instructor (who serves as the intern’s faculty supervisor) evaluates the intern’s learning throughout the internship and assigns him/her credit (and a grade!) for that learning. Students must register (and pay for) an academic course in order to receive academic credit for an internship at Loyola.

Most Loyola undergraduate academic internships require students to work approximately 10-15 hours/week, for a total of 100-150 hours/semester. Such internships may be paid or unpaid, but their focus is on student learning, with the on-site internship supervisor functioning as a co-educator (along with the student’s supervising faculty member) to enhance students' "real-world" knowledge of a discipline.

An academic internship should:

- Provide meaningful work experiences for the student, directly linked with the student's major or academic program
- Be professionally and academically rigorous, resulting in a defined project or product benefiting the organization and student learning
- Provide a job description with clear responsibilities, establish clear expectations of job performance, dress, and hours/schedule.
- Provide the student with individualized attention from a mentor at the organization
- Provide formal and informal evaluations throughout the experience and a final assessment from both the student and organization mentor. Feedback is essential to the learning process!

The Academic Internship Coordinator and CEL staff work with students to find engaging, meaningful, and balanced academic internship experiences, helping students to clarify their interests and needs, connect with an appropriate Loyola academic program, and identify particularly interesting community-based opportunities.
Planning for your Academic Internship

As with any successful endeavor, finding an internship requires careful thought and planning!

- **Questions to consider when exploring internship options**
  - What are your career goals and how do you perceive your internship can help with your future plans?
  - What previous jobs or volunteer experiences have you had? Which ones did you like and dislike, and why?
  - Why did you choose your major? If you haven’t yet chosen a major, what are your favorite classes and what majors are you considering?
  - What are your hobbies and what do you like to do for fun?
  - What skills do you have to offer an employer and what skills would you most like to develop or improve?
  - How much time can you realistically allocate to an internship each week? Carefully consider the requirements for school work and other commitments in your life. Specify the days and times you will be available to travel to and work at the site.

- **Obtaining an Academic Internship: A Timeline**

  Searching for an internship takes time and effort. Competitive internships may have application deadlines several months (even a year) before the starting date. Use this timeline as a guide as you begin your internship search.

  **6 months before preferred starting date:**
  - Assess your interests: identify goals and priorities for the internship (cf. “Questions to consider”)
  - Develop a rough draft of your resume and cover letter (LUC.edu/career/resume.shtml)
  - Begin searching online for opportunities relevant to your interest (see “Using eRecruiting”)
  - Visit the CEL in the Sullivan Center
  - Determine your academic learning objectives
  - Meet with your academic advisor, to discuss course, major, and Core requirements

  **5 months before preferred starting date:**
  - Narrow your search and save internships in a folder for future access
  - Finalize your resume, cover letter and list of references (visit the Career Development Center)
  - Review interviewing techniques/participate in a mock interview at the Career Center

  **4 months before preferred starting date:**
  - Send your resume, cover letter and application materials to potential sites/programs
  - Follow-up with sites two weeks after information is sent
  - Interview with companies…but keep sending out resumes to new ones, too!
  - Wait for a decision or decisions
  - Complete necessary forms required by academic department
  - Register for the academic course associated with your internship experience
Maximizing Your Internship

Once you’ve obtained the academic internship of your dreams, take advantage of these tips for getting the most out of your internship experience:

Focus on your internship priorities:

- Clarify your employer’s expectations of you up front so you will know exactly what your position entails.
- Ask about the employer’s dress codes.
- Clarify your work days and hours. Remember, this is the “real world”!
- Begin observing and understanding workplace culture from the very first day.
- Start building a good relationship with your supervisor(s) and co-workers. Remember, this internship also is your chance to start a professional network.
- Practice good business etiquette. Develop your professionalism.

Don’t just work there, learn something!

- Use break times to ask other staff members about their jobs and career histories.
- Ask if you can participate in meetings to learn more about the company or industry.

Remember to:

- Ask appropriate questions.
- Watch for signals as to where or when you can help.
- Ask for feedback and support from your supervisor and co-workers.
- Find out whom you should go to for help.
- Cultivate key feedback sources and start building your professional network.
- Always listen actively to directions and instructions.
- Show enthusiasm for your work.
- Be flexible and take initiative.
- Always follow through on projects, even if it means needing additional clarification.
- Be a good listener. Don’t interrupt.
- Take initiative.

Do NOT:

- Use work e-mail/phone for non-business use.
- Download programs or viruses to the office computer.

Internship Courses

Loyola offers many academic internship courses, including:

CMUN 396 Communications Internship (public relations, advertising, journalism)

CRMJ 390 Criminal Justice Field Internship

HIST 398 History Internship

INTS 370 International Studies Internship

PLSC 370 Political Science Internship (law-based, Chicago and Washington, D.C., programs)

PSYC 390 Internship in Human Services

PSYC 392 Applied Psychology Internship

SOC 380 Sociology Internship

SPAN 395 Internship in Spanish

SPRT 350 Sport Management Internship

UNIV 390 Internship Seminar in Organizational Change and Community Leadership
WORKSHEET: EXPLORING ACADEMIC INTERNSHIP OPTIONS…

“We do not learn from experience; We learn from processing that experience”

- John Dewey

NAME: ________________________________________________________________

DATE: ___________________________________________________________________________

1) Complete/Update Profile in RamblerLink - https://luc-csm.symplicity.com/students/

   Note:
   a) The staff of the Center for Experiential Learning helps students search for the right internship and connect them to organizations relevant to their course internship requirements.
   b) Students are highly encouraged to search for available academic internship positions through RamblerLink the online job and internship posting system maintained by the Career Development Center - http://www.luc.edu/career/pdfs/student_quickstart.pdf

2) Review RamblerLink and identify two (2) Internship options (of interest to you).

3) Create a Resume - http://www.luc.edu/career/pdfs/resume.pdf

4) Make an appointment with Louise Deske, Academic Internship Coordinator – ldeske@luc.edu

Not sure of your options? Answer these Questions…

Previous Field Experience
(List previous field work experience you have had, if any.)

Academic Classes or Skills Training
(List any coursework or skills training that would be relevant to your internship placement)

Organizational Setting
(What types of organizational settings would best match your abilities and interests? Why?)

Clients Served
(What types of clients (e.g., ages, cultural backgrounds, problems) are you most interested in working with? Why?)

Learning Opportunities
(What sorts of learning opportunities do you hope to have at your internship and what level of involvement and responsibility would be most appropriate for you?)

Time
(Carefully considering the requirements for school work and other commitments in your life, how much time can you realistically allocate to an internship each week? Specify the days and times you will be available to travel to and work at the site.)

(Post-Graduation) Education Plans
(Do you plan on pursuing a professional degree/graduate school?)

Career Plans
(What experiences will be most useful in helping you explore your future career path?)
Academic Internship Learning Agreement

(Student is responsible for filling out and retrieving signatures. Once your final version is complete, make 3 copies. Retain 1 copy and provide copies to your faculty and site supervisor. Submit the original signed agreement to the Academic Internship Coordinator within the first 2 weeks of the start of the internship.)

Name: ______________________ Phone: __________________ E-mail: __________________

Starting Date: ___________ Ending Date: ___________ Hours per Week: ___________

On-site Schedule (Day/s, Time/s): ______________________________________________________

LEARNING OBJECTIVES (see the course objectives in your syllabus; discuss with site supervisor also)
What do you hope to learn about the organization, social issues, and/or your professional field as related to your course?

1. ________________________________________________________________________________

2. __________________________________________________________________________________

3. ________________________________________________________________________________

Student Agreement: In my internship commitment to the organization named below, I agree to:

a) Attend an orientation or training, and serve my scheduled hours, as agreed upon with my site supervisor
b) Contact my site if I am unable to make my normal scheduled hours
c) Act in a professional manner, serving as a member of Loyola University Chicago and the community
d) Complete all required paperwork and assignments related to this academic internship
e) Notify my site supervisor if there are any problems I am having at my site
f) Keep track of my hours and complete the required number of on-site hours for the course (minimum 100 hours)

____________________________________  __________________________
Student Signature  Date

Site (organization/agency): _____________________________________________________________

Site supervisor: ______________________ Title: _______________________________

Phone: ___________________________ E-mail: _________________________________

Fax: ___________________________ Best time to contact: ______________________________

Job Description: (see attached)

Site Supervisor Agreement: As a community partner of Loyola University Chicago, I agree to:

a) Work directly with the student and make explicit arrangements with the student concerning the expectations, hours, duties and overall goals
b) Provide a good learning environment for the student presenting opportunities to contribute to the success of the organization
c) Communicate periodically with the student about his or her performance
d) Keep in contact with Loyola staff / faculty member and provide feedback on student performance
e) Complete an evaluation of the student’s performance and review with the student

____________________________________  __________________________
Site Supervisor Signature  Date

Course: ___________________________ Faculty Advisor/Instructor: __________________________

Faculty Agreement: As the faculty advisor/instructor for the course, I agree to:

a) Provide guidance to help the student relate work experience to the student’s major or academic program
b) Provide reflection opportunities and assignments to allow the student critical reflection on community issues
c) Communicate with the student regarding work on an on-going basis
d) Keep in contact with Center for Experiential Learning staff to discuss any problems or issues

____________________________________  __________________________
Faculty Signature  Date
Student Name: ____________________________________

**Student Hours Log**

*Please enter the responsibilities and duties you have performed during your internship/community-based service experiences on the lines provided. Pay close attention to what you have accomplished and what you have learned during your experience.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Daily Hours</th>
<th>Work Completed/Comments</th>
<th>Supervisor Signature</th>
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TOTAL HOURS: __________
# Academic Calendar (2010-2011)

Updated 07/26/10

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 30</td>
<td>Monday</td>
<td>Fall Semester begins</td>
</tr>
<tr>
<td>September 8</td>
<td>Wednesday</td>
<td>Loyola University Chicago’s Service &amp; Work Experience Fair Gentile Center 1-4</td>
</tr>
<tr>
<td>September 6</td>
<td>Monday</td>
<td>Labor Day: No classes</td>
</tr>
<tr>
<td>September 7</td>
<td>Tuesday</td>
<td>Classes resume after Labor Day weekend</td>
</tr>
<tr>
<td>October 11-12</td>
<td>Monday &amp; Tuesday</td>
<td>Fall Break: No classes</td>
</tr>
<tr>
<td>October 13</td>
<td>Wednesday</td>
<td>Classes resume after Fall Break</td>
</tr>
<tr>
<td>November 24-27</td>
<td>Wednesday-Saturday</td>
<td>Thanksgiving Break: No classes</td>
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<tr>
<td>November 29</td>
<td>Monday</td>
<td>Classes resume after Thanksgiving Break</td>
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<tr>
<td>December 11</td>
<td>Saturday</td>
<td>Fall Semester classes end</td>
</tr>
<tr>
<td>December 13-18</td>
<td>Monday-Saturday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 15</td>
<td>Wednesday</td>
<td>Undergraduate Study Day: No classes or examinations</td>
</tr>
<tr>
<td>January 17</td>
<td>Monday</td>
<td>Martin Luther King, Jr., Holiday: No classes</td>
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<tr>
<td><strong>January 18</strong></td>
<td><strong>Tuesday</strong></td>
<td><strong>Spring Semester 2010 begins</strong></td>
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<tr>
<td>March 7-12</td>
<td>Monday-Saturday</td>
<td>Spring Break: No classes</td>
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<tr>
<td>March 14</td>
<td>Monday</td>
<td>Classes resume after Spring Break</td>
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<tr>
<td>April 21-25</td>
<td>Thursday-Monday</td>
<td>Easter Holiday: No classes Thursday evening through Monday afternoon. Offices closed Good Friday, April 2</td>
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<tr>
<td>April 29</td>
<td>Friday</td>
<td>Spring Semester classes end</td>
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<tr>
<td>May 2 - May 10</td>
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<td>Final examinations</td>
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<tr>
<td>May 4</td>
<td>Wednesday</td>
<td>Undergraduate Study Day: No classes or examinations</td>
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<tr>
<td>May 12-14</td>
<td>Thursday-Saturday</td>
<td>Graduation Weekend</td>
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</tbody>
</table>
Experience MORE...

To learn more about partnering with Loyola through the Center for Experiential Learning, or to contact the CEL staff, visit:

LUC.edu/experiential


Preparing people to lead extraordinary lives