



**DOMINICAN  
UNIVERSITY**  
of CALIFORNIA

CAREER AND  
INTERNSHIP SERVICES

## **Internship Program**

**The Internship Program at Dominican University of California allows students to apply classroom theory related to their major in the workplace. Interns receive faculty supervision and academic units while gaining work experience. Interns work part-time or full-time, usually for a semester, although there is flexibility. Internships can be paid or unpaid.**

- Interns contribute cutting edge skills, motivation, diversity and new ideas/approaches to the internship.
- Internship employers receive additional assistance with projects.
- Interns free up seniors staff for vital work, helping employers to stay on target with deadlines.
- Students may arrange to receive academic credit for internships that meet university guidelines.

### **Employer responsibilities are minimal:**

- Provide a detailed description of the position..
- Discuss learning objectives and goals with student. Complete the Internship Agreement form before the internship begins.
- Provide regular supervision and appropriate training.
- Evaluate the intern at the end of the internship using our one-page evaluation form.

**To post an internship, go to [www.dominican.edu/careerservices](http://www.dominican.edu/careerservices). Click on employers and follow the easy directions. Please contact us directly if you have questions.**

### **List of Dominican Undergraduate Majors & Minors**

Art & Art History	Interdisciplinary Studies
Biological Sciences	Latin American Studies
Business Administration	Liberal Studies/Teacher Education
Chemistry	Mathematics
Communications	Music
Dance	Nursing
Digital Art	Philosophy
English	Political Science
Environmental Studies	Pre-law
Graphic Art and Design	Psychology
Health Science/Pre-Occupational Therapy	Religion
History	Sports Management
Humanities & Cultural Studies	Sustainable Communities
International Studies	Women and Gender Studies

### **List of Dominican Graduate Degrees/Programs**

Biological Sciences	Nursing
Counseling Psychology	Occupational Therapy
Education	Strategic Leadership (MBA)
Global Management (MBA)	Sustainable Enterprise-Green MBA
Humanities	Teaching Credentials and Education Specialist
Management	

## **Samples of internship projects:**

Note: For interns to receive academic credit, internships are required to be at least 50% project or processes oriented.

Public relations  
Marketing planning & research  
Management  
Project coordination  
Research  
Event planning  
Write grants  
Develop written materials, brochures, etc.  
International Business projects

Create and/or conduct presentations  
Tutor, advocate, coach, teach, counsel, or mentor  
Develop websites  
Displaying art or archiving  
Interview and/or pre-screen for services  
Preview proposals  
Interview for oral history  
Finance or accounting assistant  
Serve on non-profit governing boards

**Students who meet eligibility requirements send their resumes directly to you for review. The final hiring decision is yours! For assistance in hiring an intern or additional information, please contact:**

**Susan Fyles, Director**  
Ph (415) 485-3283  
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