



Career and Internship Services

Internship Program

To ensure that your internship experience is meaningful and rewarding, it is important that you (the student), the internship coordinator, your job-site supervisor and internship faculty advisor collaborate on all aspects of your internship. In order to benefit from your internship experience, it is critical that you communicate with your job-site supervisor regarding your duties and responsibilities. Take this opportunity to learn as much as possible about the industry in general and the day-to-day operations of the organization.

Guidelines for the Internship Program

1. You must be registered for internship units prior to participating in the Internship Program.
2. All paperwork must be completed and submitted to appropriate personnel in a timely manner.
3. Communicate any significant changes in your duties or hours in the internship to the Internship Coordinator immediately.
4. Report to your internship site for the scheduled hours and days; if you are ill or an emergency arises and you are unable to attend, contact your job-site supervisor as soon as possible.
5. You are responsible for recording your internship hours. Your job-site supervisor must sign the log before it is submitted to the Internship Coordinator at the end of the semester.
6. If you are experiencing any difficulties at your internship, and are unable to resolve them by speaking with your supervisor, contact the Internship Coordinator to arrange an appointment to discuss your concerns.
7. You are responsible for completing the Midterm Evaluation form and returning it to the Internship Coordinator in the middle of the semester. The mid-term evaluation form is included in this packet. You will receive a mid-semester reminder by email.
8. As part of the requirement to earn academic credit, you must maintain a Critical Incident Journal, record your internship hours, submit a paper or give an oral presentation and complete the Student Evaluation of Internship form. All forms must be turned in to the Internship Coordinator in Career Services by the first day of finals week.
9. A performance evaluation will be emailed to your job-site supervisor before the end of the semester. The performance evaluation must be returned to the Internship Coordinator and a copy will be sent to your internship faculty advisor.
10. Treat your internship with the same respect as you would any career occupation. You will be working with professionals and will be expected to adhere to professional standards and deadlines.
11. When participating in the Dominican University of California Internship Program, you are representing the University out in the community. Your attitude and actions reflect upon the University.

Welcome to the Internship Program, we look forward to working with you!