DID YOU FIND AN INTERNSHIP ON YOUR OWN?
Read this to clarify expectations at the outset to ensure a successful internship.

Office of Community-Engaged Learning

COMMUNITY-ENGAGED LEARNING is an experiential educational opportunity. Students work with a community partner and supplement off-campus learning with academic work under the direction of a faculty sponsor. Students can receive either 0.5 unit or 1.0 unit of academic credit in the department of their faculty sponsor. All CEL is ungraded and can be done during the academic year or in the summer. Please contact the OCEL to determine whether you are able to receive credit for this opportunity.

1. WHEN LOOKING FOR AN INTERNSHIP:
   - Research the organization to learn more about their mission and objectives.
   - Understand the requirements of the position, including responsibilities, duties, hours etc.
   - Schedule a meeting with the OCEL and fill out the Getting Started form.

2. DURING THE APPLICATION PROCESS:
   - Apply for the internship:
     - Include a resume, cover letter, writing sample, and/or references - if required (Click here to view the CDO resume guide.)
     - Ask about any requirements and complete writing or technical assessments.
   - Set up an interview with the organization. At the interview, ask:
     - What are my duties and responsibilities? Will my duties change over time?
       - Ask clarifying questions if the duties were different from the posted job description.
     - Will I receive feedback? How? How can I provide feedback and discuss my experience?
     - What is the weekly time commitment? Are the hours fixed or flexible?
     - Can I complete this virtually? If not, is the workplace COVID compliant?
   Be sure you have the opportunity to ask these questions before committing.

3. ACCEPTING THE OFFER:
   - Ensure that you have received formal notification of the offer.
   - Are you getting compensated for the internship?
   - Make sure you know who your supervisor will be.
   - If you decide against taking the internship, please inform the organization.

4. AFTER YOU ACCEPT:
   - Complete the Experiential Work section of the CELA with your supervisor as soon as you are offered the position.
   - Contact a faculty member to request them to serve as your "sponsor" (instructor)
   - Register to receive credit.
   - Complete the Academic Work section of the Community-Engaged Learning Agreement with your faculty sponsor.
   - Return COMPLETED form to the OCEL.
   - Attend OCEL orientation and other OCEL sponsored programs.