

Internships

Undergraduate Natural & Environmental Sciences Students

Where do I begin?

1. Register on-line on the Career Services Center automated system, DuqConnection, (<http://duq.experience.com>) and check for internship opportunities at least twice a week. Better yet, create a saved search to receive automatic emails when internships are posted. Additional online internship databases can be found at www.duq.edu/careerservices.
2. Target companies with which you'd like to gain experience in your major. Explore company web sites for internship opportunities or consider sending letters of inquiry for more information.
3. Network through student organizations, student chapters of professional associations, professors, networking events with alumni, and at job fairs for internship opportunities.

To take an internship for credit, you MUST meet these requirements:

1. You and your advisor must complete the Internship Authorization Form;
2. You must have completed 60 credit hours and 6 credits completed in your major;
3. You must have a minimum GPA of 2.50 or a major GPA of 2.75.

If you are offered an internship and will be taking it for credit:

- ❑ Consult with your academic advisor to determine where the internship credits fit into your course plan.
- ❑ Obtain the Internship Authorization Form from the Career Services Center office or website. You and your Academic Advisor must complete and sign it.
- ❑ Find a Faculty Sponsor in your major. (It is your responsibility to find a Duquesne faculty sponsor.)
- ❑ Obtain a job description for your internship position.
 1. If you found the position on DuqConnection, we can provide the job description for you.
 2. If the position is "self-found" (you found it through a means other than the Career Services Center), the employer must supply the Internship Coordinator with a detailed job description of your internship position, including contact information (name, address, etc). Please note: Internships are not approved for credit when family members supervise the student work nor in businesses owned by family members.
- ❑ After turning in the Authorization Form and the job description to Career Services, obtain a Learning Contract and syllabus from the Internship Coordinator.
- ❑ Complete the Learning Contract by filling out your section; have your employer and faculty sponsor fill out their respective sections. Make sure you obtain all the mandatory signatures! Meet with your Academic Advisor to register for internship credit and then return the completed Learning Contract to the Career Services Center by the deadline date. Note: Be mindful of the deadline date as it cannot be extended.

If you, your employer, or faculty sponsor have any questions along the way, please contact the Career Services Center at 412-396-6644.

Bayer School of Natural & Environmental Sciences

Internship Authorization For Junior and Senior Science Students

If you are a Junior or Senior Science student,
this form must be signed by your Academic Advisor
and returned to the Career Services Center before you register for
the Career Services Center Internship Program.

To be completed by student:

Name: _____ **Student DU#:** _____

Duquesne email address: _____ **Phone:** _____

Major: _____

Are you an International Student? Yes No

(International Students must meet with the Office of International Affairs to discuss and verify employment eligibility requirements PRIOR to enrolling in the Internship Program.)

Office of International Programs: _____ **Date:** _____

To be completed by student's academic advisor:

1. **GPA:** _____ **Major GPA:** _____

2. **Total Credits Completed:** _____

3. **Two courses completed in area of internship:** Yes No

4. **Student may take for Academic Credit:** Yes No

Please note:

This form is verifying that you have met the Bayer School of Natural & Environmental Sciences requirements to obtain an internship. It is the responsibility of the student to consult with your academic advisor to determine where the Internship Credits fit into your course plan. Completion of this form does not guarantee that the internship of application meets Duquesne University's qualifications for academic credit. If not qualified for academic credit, you may take the internship for professional work experience.

Advisor's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____