

The Chicago Professional Internship
Chicago Center for Urban Life and Culture

Instructor: Varies with Term

Objectives:

The internship provides the student an opportunity to apply the skills learned in the campus environment to the demands and needs of the working world in a professional setting.

The student works under the direction of a supervisor or supervisors of the host organization who guides the student's activities and is responsible for evaluating the student's progress.

The student and the supervisor together develop an Internship Agreement which articulates the objectives and activities related to the internship.

Throughout the internship term the student recognizes how his/her academic and personal interests resonate with the mission of the host organization.

Design and Process:

The student works for the host organization a minimum of 24 hours per week (3 full work days) during the Fall and Spring semesters or 32 hours per week (4 full work days) during the Summer term. The exact work hours are determined together by the supervisor and the student with the requirement that the hours do not conflict with the academic track classdays.

The student is an active agent in obtaining the internship. With the help and support of the CC/ulc staff and informational materials, the student interviews with a focused list of potential host organizations and then selects the internship which best coincide with his/her interests.

Requirements:

The student fulfills the minimum number of hours working with the host organization.

The student fulfills all responsibilities as directed by the supervisor.

The student reflects on the internship by including relevant entries in the required journal.

The student, the supervisor and the instructor meet together onsite at midterm to determine that the objectives and activities are being carried out per the terms of the Internship Agreement.

Evaluation and Grading:

Supervisor evaluation form	80%
Instructor, site visit and journal	20%
Total	100%