

# ACADEMIC INTERNSHIP CHECKLIST

## Career Services at College of DuPage

All students who want to pursue an academic internship (internships for credit) must meet all College of DuPage internship requirements. Once a student has secured an internship, he or she should schedule an appointment with their chosen faculty adviser.

### INTERNSHIP CHECKLIST:

All items on this list should be completed by the student seeking academic credit:

- Identify a faculty advisor from the list below and secure authorization of their intent to serve throughout the internship timeframe.

<b>Culinary</b>	David Kramer, Tim Meyers, or Michael Maddox
<b>Culinology</b>	Tim Meyers or Michael Maddox
<b>Baking and Pastry</b>	Nancy Carey, Erica Tomei, or Tim Meyers
<b>Hospitality</b>	Mary Beth Leone or Jim Mulyk
<b>Travel &amp; Tourism</b>	Mary Beth Leone, Jim Mulyk, or Kathleen Talenco

- Meet with internship faculty advisor to discuss internship details.
- Complete and submit the following forms to Laura Lerdal (CHC 1015): Learning Agreement, Permit to Register, Academic Internship Responsibilities and Student Initial Self-Assessment.

**Deadline:**      /      /      (Semester deadlines can be found at [cod.edu/internships](http://cod.edu/internships))

- Register for internship course. Students will be notified by email of approval with registration information within 10 business days of receipt of all academic internship forms.
- Begin work at internship.
- Complete and submit your required projects to your faculty advisor by the last day of the term.

### FOR MORE INFORMATION, CONTACT:

Laura Lerdal  
Culinary and Hospitality Center (CHC), Room 1015  
lerdal@cod.edu • (630) 942-2359  
For all internship deadlines and forms visit: [www.cod.edu/internships](http://www.cod.edu/internships)

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