

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.

Culinary	David Kramer, Tim Meyers, Michael Maddox or Chris Thielman
Culinology	Tim Meyers or Michael Maddox
Baking and Pastry	Nancy Carey, Chris Thielman or Tim Meyers
Hospitality	Mary Beth Leone or Jim Mulyk
Travel & Tourism	Mary Beth Leone 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)

- 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

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