

Civic Engagement and Social Change Minor

IDS 398a02: Community-Engaged Internship (3-credit hours)

Internship Application Process

IDS 398a02 gives students the chance to apply their civic knowledge and skills in a community-based internship. Students are required to complete at least 120 internship site hours. During the spring semester 15-week semester, students typically spend about **8 hours** in the internship per week. During the summer, students can complete a 12-week session where the student will spend **10 hours** in the internship per week, **or** an 8-week session where the student will spend **15 hours** in the internship per week. In addition to internship site hours, students will participate in 10 hours of class meetings. Students will complete reflection journals, midterm and final self-evaluations, a policy paper, and a portfolio showcasing examples of coursework and internship projects that demonstrate understanding of learning outcomes for the minor.

To apply for the internship, you must meet the following requirements:

- Be accepted to the Civic Engagement and Social Change Minor;
- Completed all course work in IDS 125 with a grade of C or higher;
- Completed 9 elective credit hours for the minor **or** have permission from the coordinator;
- Be in good academic standing.

Internship credits are senior hours; however, they may not substitute for credits from required courses or electives. No student may count more than 16 hours of 398 credit toward graduation.

Application Process

The application process is outlined below with step-by-step directions and links. Contact the [Minor Coordinator](#) if you have any questions.

- 1) **Contact Minor Coordinator, [Katy Strzepek](#), to discuss and plan for your internship.**
You are **required** to attend a pre-internship meeting even if you believe you have a clear idea of the internship you would like to do. Prior to your meeting, please complete [this short mid-program assessment](#) which will also ask you to upload a copy of your resume.
- 2) **Secure internship site and complete internship application.**
After you have secured your internship, complete the [internship application](#). You will be asked to include a short email/letter from your internship site in the application.
Internship applications must be submitted by:
 - Spring semester internship: **October 10**
 - Summer semester internship: **Feb. 15**

You will receive an approval email once the Minor Coordinator reviews your application.
- 3) **Register for IDS 398a02.**
Once approved, an override will be entered into [Campus Solutions](#) within 24 hours, and the Academic Advisor, Wendi Whitman, will email you to indicate that you may register.
- 4) **Complete any required paperwork for your internship site.**
- 5) **Complete the internship form on the Career Services [“Hire a Redbird” site](#).** You are strongly encouraged to utilize the resources offered by [Career Services](#).
- 6) **[Scholarships](#) and **stipends**** may be available to students with unpaid internships. Please ask the minor coordinator if you are interested in applying for funding.

Internships are a great way to make your Redbird Impact and to build skills for your career and a lifetime of engagement!