Liberal Arts Internships – CLPR 401
Registration Instructions

Prerequisites:

- Students must have completed at least 60 credit hours.
- Students must have a minimum GPA of 2.50.

Procedure:

1. Find an internship by reading the tips below.
2. Provide the job description of your internship to Linda Loewer, Internship Coordinator.
   - If you found the position through Career Services or on DuqCareerLink, print the job description provided there. If the position is “self-found” (not found through Career Services), the employer must supply a detailed internship description, including contact information (name, address, etc.).
   - Ms. Loewer will determine if the position is credit worthy and meets Duquesne University’s qualifications for academic credit. If it does not qualify, you may take the internship for professional work experience. Note: Internships are not approved for credit when family members supervise the student work nor in businesses owned by family members.
3. Find a Faculty Sponsor in your major. (It is your responsibility to obtain the Faculty Sponsor.)
5. Complete the Learning Contract. Meet with your Worksite Supervisor and Faculty Sponsor to have them complete their sections. Make sure you obtain all required signatures!
6. Meet with your Academic Advisor to register for internship credit.
7. Return the completed Learning Contract to Ms. Loewer by the deadline date. Note: Be mindful of the deadline date as it cannot be extended.

To find an internship:

- Use DuqCareerLink, the Career Services online job board. Create a saved search reflecting your career interests to receive additional notices. Watch for internship and job announcements from DuqCareerLink in your email.
- For additional internship opportunities, explore other sites found on the Career Services web site.
- Identify companies and organizations companies with which you’d like to gain experience in your major. Explore their web sites for internship opportunities or send letters of inquiry for information.
- Network through student organizations, student chapters of professional associations, professors, networking events with alumni, and at job fairs for internship opportunities.

If you, your employer, or faculty sponsor have questions, contact Linda Loewer through Starfish, 412-396-4332 or loewer@duq.edu.