Dear Recruiting Partner,

Thank you for your interest in the students of Loyola University Chicago! We are here to help you achieve your talent acquisition goals. We understand the significant role that internships can play in accomplishing the goals and mission of your organization while cultivating the next generation of its leaders.

This resource manual provides an overview on Loyola University Chicago, tips and guidelines for optimizing the internship experience and sample documents on how to best attract student talent. Please review it carefully so that you are fully aware on how the internship process works here at Loyola. Of course, feel free to contact us throughout this process if you have any questions!

We look forward to collaborating with you and connecting Loyola University Chicago students to internship experiences at your organization.

Martin A. Gahbauer  
Associate Director, Employer Relations and Outreach  
mgahbauer@luc.edu  
773.508.2895

ABOUT THE CAREER DEVELOPMENT CENTER

The Career Development Center serves all* Loyola students and alumni as a source for career assessment, career education and assistance with the job search. We play an active role in facilitating contact and relations among students, alumni and employers, as well as providing students and alumni with access to job opportunities.

*Students and alumni of Loyola's School of Law, Stritch School of Medicine, and the Quinlan School of Business should use their schools dedicated career services office.
ABOUT LOYOLA

We are Chicago’s Jesuit, Catholic University—a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith. Founded in 1870, Loyola is one of the nation’s largest Jesuit, Catholic universities and the only one in Chicago. We are consistently ranked a top national university by *U.S. News & World Report* and recognized for community service and engagement by prestigious national organizations like the Carnegie Foundation and the Corporation for National and Community Service.

11 SCHOOLS AND COLLEGES
140+ GRADUATE, PROFESSIONAL, AND GRADUATE-LEVEL CERTIFICATE PROGRAMS
10,000 UNDERGRADUATES FROM 50 STATES AND 82 COUNTRIES

16,000 STUDENTS ENROLLED
4,000 FACULTY AND STAFF MEMBERS

80+ UNDERGRADUATE MAJORS AND MINORS
150,000 ALUMNI
WHAT IS AN INTERNSHIP?

According to the National Association of Colleges and Employers (NACE), internships can be defined as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Interns should be given significant work to do for the organization, with minimal hours of tasks such as filing and copying. This expectation differs from a part-time hire who is paid for performing whatever tasks the employer assigns, menial or not.

Before hiring an intern, it is important to identify what specific type of work needs to be completed. This will help you better identify the type of position for which you should be hiring. All internships, including virtual internships, must clearly meet the criteria set forth by the National Association for Colleges and Employers (July 2011):

- The internship experience must be an extension of the classroom: a learning experience applying the knowledge gained in the classroom.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Some experiences do NOT qualify as an internship:

- Positions that displace a regular employee.
- Positions that are 100 percent commission-based.
- Positions that require door-to-door canvassing, cold-calling, telemarketing, or petition gathering as the primary activity.
- “Independent contractor” relationships that require the intern to set up his/her own business to sell products, services and/or recruiting other individuals to set up their own business.
- Positions in which the student is required to pay the employer for any part of the experience. (e.g., fees for training)

NOTE: The list above is not exhaustive and Loyola University Chicago reserves the right to deny any internship that raises a concern with faculty or staff members.
**WHY EMPLOY STUDENT INTERNS?**

One of the first questions that a potential employer may ask when considering whether to hire Loyola students as interns is, “What are the benefits?” Internships are a great way to bring in talented students to contribute to the organization. Interns provide additional support and increase an organization’s workforce, helping to accomplish the goals and mission of the organization. At the same time, they allow experienced professionals to share their skills and cultivate the next generation of leaders in their field.

Employers benefit from internships because they provide:

- Enthusiastic, innovative, and dedicated workers who bring with them a fresh perspective and new ideas
- Access to students with skills and/or knowledge
- An opportunity for current employees to develop their supervisory skills
- The personal satisfaction of helping students progress in their personal and career development

Students benefit from internships because they provide opportunities to:

- Apply what they’ve learned in the classroom to a real work experience
- Find out how to prepare for a career in a certain field
- Determine an appropriate career path
- Build a strong resume
- Develop a network of professional contacts for future opportunities and references
- Learn which workplace skills they need to develop
- Find out what to expect when making the transition to a full-time job

**LOYOLA RESOURCES**

Center for Experiential Learning
LUC.edu/experiential

Quinlan School of Business Career Services
LUC.edu/quinlan

Academic Calendars & Schedules
LUC.edu/academics/schedules/index.shtml

**ADDITIONAL RESOURCES**

15 Best Practices for Internship Programs
www.nacwe...://www.nac.../recruiting/15_best_practices

Organizational Audit for Internship Programs
www.internbridge.com/download-white-papers

Fair Labor Standards Act
www.dol.gov/whd/regs/compliance/whdfs71.pdf
“The Career Development Center has been instrumental in our recruiting efforts. They tirelessly work to offer the best and brightest candidates and seamless career fairs. On top of it all, they truly care”

- WMS
A Scientific Games Company

HOW DO I RECRUIT AND HIRE A LOYOLA INTERN?

Ideally, the internship search begins two to three months before the interns are needed. The best starting point is to evaluate your need for an intern and to select the specific projects or tasks that need to be done. Decide who will be the supervisor of the intern and work with him/her to identify the skills and abilities that the intern will need to be a success. An internship description is then created with all or most of these areas covered:

- Description of your organization
- Description of the project or tasks to be assigned to the intern
- Preferred skills
- Required skills
- Learning goals/objectives
- Work days and hours
- Pay or stipend
- Transportation options to work site
- What documents are needed to apply (i.e. cover letter, resume, writing sample, unofficial transcript, media portfolio)
- How to apply
- Start and end date of the internship
- Housing availability or assistance with finding lodging

It is always better to prepare a thorough internship description rather than a brief one. As submitted resumes are received, interviews can begin. Interviews can be conducted on campus, over the telephone, or at the organization's site. Please keep the applicants informed as to your time frame in making the decision to hire.

To attract the best Loyola talent, please make sure to post the position on RamblerLink.

Please see the sample posting/job description at the end of this Internship Guide.
WHAT ABOUT COMPENSATION FOR THE INTERNSHIP?

Private sector employers need to be familiar with the United States Department of Labor guidelines for legally offering unpaid internships, as most opportunities are actually employment that requires payment.

A fact sheet produced by the United States Department of Labor provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act.

Loyola University Chicago supports the National Society for Experiential Education’s position regarding paid and unpaid internships:

... to favor paid work positions for students whenever pay can be arranged in work environments that have the potential for meeting the student’s goals …Credit is for what students learn; pay is for what they provide to the field sponsor. The two are neither mutually exclusive nor conflicting …

(National Society for Experiential Education, 2011)

INTERNERSHIP COMPENSATION RESOURCES

NACE Position Statement: U.S. Internships
www.naceweb.org/advocacy/position-statements/united-states-internships.aspx

NACE Position Statement: Unpaid Internships
www.naceweb.org/advocacy/position-statements/unpaid-internships.aspx

U.S. Department of Labor Wage and Hour Division
www.dol.gov/whd/regs/compliance/whdfs71.pdf

WHAT ABOUT INTERNSHIPS AND ACADEMIC CREDIT?

At Loyola University Chicago, an academic internship connects the internship experience to an academic course in the student’s major or an area of interest. Students must register for an academic internship course in order to receive academic credit for an internship at Loyola.

Since enrolling in a course has implications for the student’s course load, and sometime, tuition costs, the academic internship process is driven by the student’s interest. A student may or may not elect to receive academic credit for the internship. **If a student wants academic credit for the internship, it is up to the student to establish this through his/her academic department or the Center for Experiential Learning.** There should be little difference in the experience between students who receive credit and students who do not. In most cases, an agreement form and evaluation is required for the credit-seeking student. In fact, we recommend the completion of both whether the student receives credit or not.

It is at the discretion of the student’s faculty internship coordinator to determine if an internship is credit-bearing. The faculty coordinator also will give the student his/her final grade. Students can be paid while still receiving credit.
WHAT IS THE TIMELINE FOR AN INTERNSHIP WITH ACADEMIC CREDIT?

If you are open to a student receiving academic credit for your internship position and if the student chooses to pursue academic credit the opportunity, the timing of your position recruitment vis-à-vis Loyola University Chicago’s academic calendar becomes important.

In order to be successful securing a student that is looking to complete an internship for academic credit, it is important to post your position with RamblerLink at an appropriate time. Many students will begin their academic internship search around class registration time, which can be three to five months before the start of the semester.

You can find the exact registration dates (along with breaks and exams) on the Recruiting Calendar available on LUC.edu/career or on the Loyola University Chicago Academic Calendars and Schedules website.
HOW TO WRITE A JOB DESCRIPTION FOR AN INTERNSHIP

A job description helps students to learn about your organization and the available opportunity. There are several sections to a job description. Below are sample tips for completing the sections.

**JOB TITLE**
Examples: Marketing Intern, Research Intern, or Museum Acquisitions Intern

**POSITION TYPE**
You will likely want to select Internship – Paid or Internship – Unpaid

**INTERNSHIP LEARNING GOALS**
Describe the skills or knowledge learned that will be transferrable to other employment settings. How will the internship experience relate to the professional goals of the intern?

**JOB DESCRIPTION**
Describe your organization’s mission and what your organization does (sometimes you can copy from your website). You might mention who will supervise the intern. This is your chance to get the student excited about working with your organization. Describe projects or other tasks which the intern will do.
Examples:
- Research trends in healthcare
- Assist other staff with presentations for clients
- Participate in team meetings and brainstorming sessions

**JOB FUNCTION**
What area(s) should the student be studying and/or have knowledge in to perform the internship?

**NUMBER OF OPENINGS**
Please indicate how many positions you have available for this specific job

**QUALIFICATIONS**
Specific knowledge, skills, and qualities expected/desired. Examples include:
- Excellent oral, written, and communication/presentation skills
- An interest in ________ (fill in any job-related interests)
- Preferred GPA, academic major, degree
- Language skills

**HOURS PER WEEK/DAYS/TIMES**
Examples: morning, afternoon, evening

**INTERNSHIP DURATION**
Loyola’s academic semester is 15-weeks

**COMPENSATION DETAILS**
Examples: Paid (hourly rate), unpaid, stipend, other

**RESUME RECEIPT**
How would you like applications to get to you?
- E-mail: Sends you an e-mail when a student applies with application materials
- Accumulate online: Applications will be stored online and you can download them from RamblerLink.
- Other (enter below): Indicate how you would like students to submit applications.
Photography Intern

Position Information

Employer:
Loyola University Chicago - ACME

Division:
ACME - Cultural Affairs

Title:
Photography Intern

Position Type:
Internships

Internship Learning Goals:
ACME curators and graphic designer will work with the intern's skill level to instruct on how museums photograph objects from the art collection. Additional supervision on spontaneously capturing visitor to the museum so that photographs may be used in print and on the website. Additional training on setting up a photo archive will be provided by the museum's graphic designer.

The intern will also benefit from working alongside an outside professional photographer over the course of the semester hired to specifically photograph works of art.

The intern will gain a knowledge of the types of photography museums need in documenting their art collections and also documenting exhibition installations and events.

This new knowledge will add a valuable credential for the student when seeking employment after graduation.

Type of Loyola On-Campus Position:
Part-Time Job - Requires Federal Work Study - WTC

Description:
ACME, located on the Water Tower Campus, is seeking an advanced photography student with experience to help shoot, edit, and catalog photographs for the museum. The student will be working with both ACME's graphic designer and events coordinator to photograph events, exhibitions, and merchandise in the Museum Shop.
This internship is a credential for photography students interested in a professional career.

Job Function:
Arts - Creative Arts/Graphic Arts/Design
Location:

Location #1
Nation Wide
No
City
Chicago
State/Province
Illinois
Country
United States

Job Duration:
Starting immediately through the 2015-2016 school year.

Hrs per week/ Days/times:
8-12 hours per week

Qualifications:
Must be familiar with digital cameras and their capabilities.
Camera provided by the museum, but intern may opt to use their own equipment.
Basic knowledge of lighting objects and portraiture.

• Must be proficient in Photoshop (Lightroom is a plus)
• Must be familiar with photo-sharing social media platforms, specifically Flickr.
• Must be familiar with working in low-light environments.
• Basic HTML knowledge is a plus.
• Familiarity with Illustrator and InDesign software a plus.

Desired Major(s):
COLLEGE OF ARTS & SCIENCES/UNDERGRADUATE

Desired Class Level(s):
Junior, Senior, Graduate Student (1st Year)

Compensation Type:
Bi-Weekly

Salary Level:
8.25/hour

Compensation Details:
8-12 hours per week flexible:
6 or more hours devoted to building photo archive
6 hours or less devoted to photographing events and objects.

A flexible schedule is ideal, as the museum often has evening and weekend events.

Additional Information:
Federal-work study is required during the school year.

Interns will sit on ACME's student committee as part of their internship requirements.
The committee will meet monthly and will be responsible for organizing one student event at the museum each semester.
Program Evaluation Intern

Position Information

Employer:
ACME

Division:
Human Resources

Title:
Program Evaluation Intern

Position Type:
Internships

Internship Learning Goals:
The Program Evaluation Intern will support the evaluation of ACME of the USA’s STEM (Science, Technology, Engineering, and Math) initiative. Specifically, the intern will gain knowledge and provide support in the following key areas: analyzing interview and survey data gathered from piloting STEM curricula in ACME afterschool programs and preparing an evaluation report. Under the direct supervision of Program Evaluation staff, the intern will help coordinate the data collection efforts from summer ACME STEM pilot programs.

Description:
The internship will be full time during the summer 2015 (30 hours/week), and part time (20 hours/week) starting in fall 2015. The internship is grant-funded through June 2016.

Functions:
• Assist with data analysis and reporting
• Assist with writing report text and creating graphs, tables, and other data displays
• Assist in preparing summaries of survey results for individual ACME’s
• Assist with tracking the completion of surveys
• Assist with data cleaning and preparation

Required Education, Knowledge, and Skills:
• College senior or graduate student in social sciences, education, public policy, or research methods
• Coursework in analyzing qualitative data required
• Previous experience in working with program or research data preferred
• Excellent attention to detail and organizational skills required
• Excellent verbal and written communication skills and customer service skills required
• Ability to make connections between abstract ideas and think creatively required
• Ability to work and reason independently, work within a team, and take direction from others required
• Academic experience with mixed methods research (combining quantitative and qualitative data) preferred
• Intermediate to advanced skills in Microsoft Excel preferred
• Experience with qualitative data analysis software (nVivo, Dedoose) preferred
• Basic to intermediate proficiency in SPSS or similar statistical software preferred
• Knowledge of informal education or youth development programs preferred

How To Apply

Note: If you do not have Federal Work Study as part of your Financial Aid, you may not qualify for jobs that require FWS.

Requested Documents:
• Resume
• Cover Letter
• Writing Sample

NOTE: Cover letter, writing sample, resume required

Important Dates

Posted On:
April 27, 2015

Applications Accepted Until:
May 29, 2015

Default Email For Resumes

careers@acme.org

Contact Information

ACME
Senior Manager, Talent Acquisition
Corboy Law Center, Suite 800
25 E. Pearson
Chicago, IL 60611

careers@acme.org
• Commitment to the ACME character development values of caring, honesty, respect and responsibility required

In addition to completing the application process, please submit your cover letter, resume, and a writing sample.

Apply to the Position:
www.acme.org/careers

Job Function:

IT - Data Visualization/ Data Analytics/Mapping

Location:

Location #1
Nation Wide
No
City
Chicago
State/Province
Illinois
Country
United States

Job Duration:

30 hours per week - Summer
20 per week - Fall

Desired Major(s):

All Majors

Desired Class Level(s):

Senior, Graduate Student (1st Year)

Compensation Type:

Bi-Weekly
Cultural Adjustment Intern

Position Information

Employer:
ACME

Division:
Resettlement Department

Title:
Cultural Adjustment Intern

Position Type:
Internships

Internship Learning Goals:

The Case Adjustment intern assists Resettlement Department Case Workers with initial services for refugee clients. The intern will receive training in the refugee process, cross-cultural communication skills, and the role of the resettlement agencies. Interns will also learn to receive training on how to navigate systems such as public aid and social security. The intern will be supervised by the Resettlement Projects Coordinator.

Description:

• Assist case managers in applying for social security, public aid and other necessary documents and services for refugees participants;
• Provide documentation, counseling, and follow up for cases, with a greater degree of attention paid to the resettlement of minors and medical cases;
• Assist case managers in assuring that all initial resettlement needs for refugees are provided for in accordance with Department of State mandates and current funding requirements;
• Assist case managers in ensuring refugees are provided with essential furnishings, adequate food, pocket money and clothing;
• Offer prompt and supportive communication to WRC staff and volunteers involved in refugee cases;
• Provide mediation between clients and community members such as landlords, school officials, and other government and social services providers etc.;
• Perform other tasks and projects as assigned by the Director of Resettlement Services.

ACME assists with the resettlement of refugees by providing cultural adjustment and employment services, English Language Training, youth programming, and legal services. This position assists refugees in adapting to the American employment environment so that they may eventually become self-sufficient. The intern will gain knowledge of the refugee resettlement process, assist refugees access public benefits and healthcare, perform home visits, and will work as a supporter and advocate for refugees in their initial adjustment process. This is an unpaid internship.

Job Function:

Social/Human Service/Social Work/Counseling

How To Apply

Note: If you do not have Federal Work Study as part of your Financial Aid, you may not qualify for jobs that require FWS.

Requested Documents:
- Resume
- Cover Letter
- Other

NOTE: Please indicate your dates and times of availability, and provide a spiritual recommendation.

Important Dates

Posted On:
July 16, 2015

Applications Accepted Until:
September 06, 2015

Default Email For Resumes
careers@acme.org

Contact Information

ACME
Corboy Law Center, Suite 800
25. E. Pearson
Chicago, IL 60625
773.681.8543
Location:

Location #1
Nation Wide
No
City
Chicago
State/Province
Illinois
Country
United States

Job Duration:

Summer Semester 2015

Hrs per week/ Days/times:

18-20 hrs/wk over 2-3 days/wk

Qualifications:

An interest in humanitarian issues and a desire to work in social service environment;
• Sensitivity to other cultures and backgrounds;
• Good driving record and willingness to drive a 14 passenger van;
• Prior teaching or tutoring experience preferred;
• Education and/or experience in International Relations or Social Work helpful
• Fluency in Arabic, Assyrian, Nepali, Burmese, or Kiswahili helpful

Compensation Type:

Unpaid

Additional Information:

Please note that a valid driver's license is required, and ability to drive 14 passenger vans.
School & Youth Intern – ACME

Position Information

Employer:
ACME

Division:
N/A

Title:
School & Youth Intern – ACME

Position Type:
Internships

Internship Learning Goals:

ACME is committed to the future of non-profit professionals and aims to offer worthwhile and engaging internships that will prepare tomorrow’s workforce to be versatile colleagues and leaders. To that end, each individual that completes the ACME intern program will receive the following benefits:

• Hands-on experience in a non-profit setting
• Learn marketable skills through a variety of seminars offered each semester; including Resume and Interview Skills, Office Basics, Fundraising 101, Business Writing and more
• Access to an experienced mentor that will be available to guide you through your internship and offer advice after its completion as you enter the workforce
• Opportunities to connect with seasoned Chicagoland professionals in your field of interest
• Own the success of at least one project that will be yours to manage from start to finish

Description:

Position Title: School & Youth Intern – ACME

Reports to: School & Youth Senior Campaign Manager

Overview: School & Youth Programs consist of two campaigns, Pennies for Patients and Olive Garden’s Pasta for Pennies. Students collect spare change for a three-week period during the school year and change lives for other kids who are sick with a blood cancer. The money raised is used to improve the quality of life of blood cancer patients and for research. ACME provides schools with all of the campaign materials, including coin collection boxes, posters, educational videos and parent letters, and the ACME staff will present an assembly about the program if the schools so desire.

In the current school year, about 800,000 students in over 900 schools across the state of Illinois and Northwest Indiana will participate in School & Youth Programs. Through the combined efforts of teachers, students and school administrators, roughly $1 million will be raised for blood cancer research and patient services.

How To Apply

Note: If you do not have Federal Work Study as part of your Financial Aid, you may not qualify for jobs that require FWS.

Requested Documents:
• Resume
• Cover Letter

Important Dates

Posted On:
April 02, 2015

Applications Accepted Until:
May 11, 2015

Default Email For Resumes
careers@acme.org
Duties and Responsibilities:

• Contact registered schools to check on their program completion
• Assist in scheduling school lunch incentives
• Prepare thank you packets as donations are received
• Update and create materials for the new school year
• Update campaign webpage
• Manage social media & marketing projects
• Assist in creating recruitment plan & timeline
• Assist in creating a goal planning workbook
• Enter data into various software systems
• Other tasks as assigned

Qualifications:

• Detail-oriented and strong organizational skills
• Professional demeanor
• Excellent written and verbal communication
• Working knowledge of MS Office and database management
• Strong interpersonal skills and judgment
• Enthusiastic, self-motivated and committed to excellence

Benefits: ACME is committed to the future of non-profit professionals and aims to offer worthwhile and engaging internships that will prepare tomorrow’s workforce to be versatile colleagues and leaders. To that end, each individual that completes the ACME intern program will receive the following benefits:

• Hands-on experience in a non-profit setting
• Learn marketable skills through a variety of seminars offered each semester; including Resume and Interview Skills, Office Basics, Fundraising 101, Business Writing and more
• Access to an experienced mentor that will be available to guide you through your internship and offer advice after its completion as you enter the workforce
• Opportunities to connect with seasoned Chicagoland professionals in your field of interest
• Own the success of at least one project that will be yours to manage from start to finish

Full – time and part-time internships are available between the hours of 9am-5pm, Monday through Friday, require a minimum commitment of 15 hours per week, for at least three months. Some after-hours and weekend work for event support may also be available. This internship is unpaid, but potential for class credit is available pending school approval.

Please send cover letter and resume to:

careers@acme.org (Please include “School & Youth Intern” in the subject line of emails)

School & Youth Manager
ACME
Corboy Law Center, Suite 800
25. E. Pearson
Chicago, IL 60625

No phone calls please

Job Function:
Fundraising / Development

Location:
Nationwide: No
City: Chicago
State/Province: Illinois
Country: United States

Compensation Type:
Unpaid