PROGRAM OVERVIEW

The Career Development Center (CDC) presents InternLA, our annual summer internship program that supports Oxy students to intern full-time in LA-based organizations in six broad occupational sectors: Business & Entrepreneurship, Law & Policy, Media & Entertainment, Science & Research, Social Services & Advocacy and Visual & Performing Arts.

InternLA is aimed at recruiting talented Oxy students who wish to enhance their knowledge along a career trajectory. Participating sites will host an InternLA student for a ten week assignment commencing the beginning of June 2015 and ending around August 7, 2015. Interns will work on a full-time basis with 2 hours reserved for an on-campus weekly educational component called IMPACT.

PREREQUISITIES

The following are the pre-requisites to apply to the InternLA program:

- Must be a current Occidental College student
- Open to sophomores and juniors from all majors, unless otherwise specified. Current seniors are not eligible to apply unless returning as a student for the fall 2015 semester
- Good academic and conduct record (will be confirmed with Registrar’s and Dean of Students Office)
- Minimum overall GPA of 2.5; some organizations may have a higher GPA requirement
- Attend one of the application preparation workshops (see Application Timeline)*

*If you previously attended a preparation workshop for InternLA/PDX, you do not have to attend a workshop this year. Applicant may verify prior attendance with CDC staff.

PROGRAM REQUIREMENTS

InternLA participants will:

- be available to participate in pre-site training on Friday, May 29th
- enroll in the INT100 internship course
- perform professional tasks on projects key to the organizations' needs
- receive professional mentorship from their onsite supervisors
- engage in an on-campus learning “course”, IMPACT, on a weekly basis for 2 hours with limited assignments
- partake in Leadership Development Day programs
- complete an end of assignment survey & reflective essay
- highlight summer experience at culminating event, the Reverse Career Fair, held in early September 2015

Compensation

InternLA students will be awarded $3900 for their 10-week participation in the program. Awards will be distributed on a bi-weekly basis and last payment will NOT be released until all program components are met. Note: Some sites have additional costs such as parking; the program does NOT offer additional funds for costs associated with internship participation (i.e., gas, travel, room and board).

$3900 is the maximum award. There may be organizations that offer a higher compensation rate and pay the intern directly.

SELECTION AND APPLICATION PROCESS

All applications must be submitted by 5pm on Friday, February 27, 2015. Incomplete and/or late submissions will NOT be accepted. No exceptions. Remember that you must attend at least one application preparation workshop in order to apply.

Completed applications includes:

- Cover letter and current resume via TIGERlink (can apply to two postings listed under InternLA)
- Faculty/Staff Recommendation Form (applicant is responsible for timely return of document to the CDC)

Documents will be forwarded to the on-site supervisor. On-site supervisors have a deadline of Tuesday, April 1st to select and notify final candidate. Selected student must accept or decline internship offer by Wednesday, April 8th.
APPLICATION/PROGRAM TIMELINE

The following is an application/program timeline for Summer 2015:

- Wednesday, February 4th
- Thursday, February 5th
- Tuesday, February 10th
- Wednesday, February 11th
- Tuesday, February 17th - Friday, February 20th
- Monday, February 23rd
- Friday, February 27th
- March 3rd - March 31st
- April 1st
- April 8th
- May 1st
- May 29th
- June 1st

Information Session @ 12:45pm-Fowler 302
Information Session @ 12:00pm-Fowler 302
Information Session @ 4:30pm-Fowler 302
Information Session @ 5:30pm-Fowler 302

Application Preparation Workshops (mandatory)
Workshops will be offered at least once daily for the entire week
All-day CDC Drop-In Hours for final document review in Career Corner-JSC 134

Application deadline; required documents must be submitted via TIGERlink by 5pm (PST). NO EXCEPTIONS

Policies for sites to inform selected candidate
Deadline for selected candidate to accept/decline internship offer
Deadline for selected interns to submit InternLA agreement & INT enrollment forms
Pre-site training on Occidental campus
Start internship assignments on-site

INTERNSHIP SITES

For summer 2015 InternLA applicants are invited to apply to two of the following participating sites:

- A Noise Within Theatre
- Brave New Films
- Center Theatre Group
- The Children's Law Center
- City of Hope
- Community Partners (Cornuelle Fellows site)
- Council for Watershed Health
- Department of Cultural Affairs-Slide Registry at Barnsdall Art Park
- DineEquity
- Downtown Women's Center
- Echo Park Film Center
- Esperanza Immigrant Rights Project
- Executive Service Corps of Southern California
- Food Forward
- The GRAMMY Museum
- Jovenes
- Los Angeles LGBT Center-Leadership Lab-Vote for Equality
- Los Angeles Zoo
- Machine Project
- Mexican American Legal Defense and Educational Fund (MALDEF)
- Office of Los Angeles Mayor Eric Garcetti
- Operation Hope
- Payden & Rygel
- Planned Parenthood of Pasadena/San Gabriel Valley
- Red Hen Press
- Response Genetics
- South Los Angeles Health Projects
- Southern California Public Radio-KPCC
- Team Tassy
- Visual Communications
- Zocalo Public Square

POLICIES

The following are policies to apply and participate in InternLA:

- Must be available for the entirety of the InternLA program (May 29th - August 7, 2015)
- Must be an active participant of all program components
- Prior participants are welcome to apply to InternPDX, however, cannot re-apply to InternLA