PROGRAM OVERVIEW

For the fourth summer, the Career Development Center (CDC) presents the InternPDX program for the summer of 2015. This program is a collaboration of Portland-based parents and alumni to provide internship opportunities to students from the Portland and surrounding areas who wish to gain professional development during the summer.

InternPDX is aimed at recruiting Oxy students who wish to enhance their knowledge in a career trajectory. Participating sites will host an InternPDX student for a ten week assignment commencing the beginning of June 2015 and ending around August 7, 2015. Interns will work varying schedules with additional assignments that will need to be completed throughout the summer.

PRE-REQUISITES

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

- Must be a current Occidental College student with preference to students from the Portland area
- 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

InternPDX participants will:

- be available to participate in pre-site training on the morning of Friday, May 1st
- enroll in the CDC INT100 internship course
- perform professional tasks on projects key to the organizations’ needs
- receive professional mentorship from their onsite supervisors
- engage and complete limited assignments over the course of the ten weeks
- partake in a Leadership Development Day program (TBD)
- complete an end of assignment survey & reflective essay
- highlight summer experience at culminating event, Reverse Career Fair, held in early September 2015

Compensation

InternPDX students will be compensated a maximum of $3,900 for their 10-week, participation in the program (sites/interns determine hours). 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, mileage, 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 (PST) 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 InternPDX)
- 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**: Information Session @ 12:45pm-Fowler 302
- **Thursday, February 5th**: Information Session @ 12:00pm-Fowler 302
- **Tuesday, February 10th**: Information Session @ 4:30pm-Fowler 302
- **Wednesday, February 11th**: Information Session @ 5:30pm-Fowler 302
- **Monday, February 17th**: Application Preparation Workshops *(mandatory)*
- **Friday, February 20th**: Workshops will be offered at least once daily for the entire week
- **Monday, February 23rd**: All-day CDC Drop-In Hours for final document review in Career Corner-JSC 134
- **Friday, February 27th**: Application deadline; required documents must be submitted via TIGERlink by 5pm (PST). NO EXCEPTIONS
- **March 3rd-March 31st**: Sites evaluate applicants and undergo selection process
- **April 1st**: Deadline for sites to inform selected candidate
- **April 8th**: Deadline for selected candidate to accept/decline internship offer
- **May 1st**: Deadline for selected interns to submit *InternPDX* agreement & INT enrollment forms
- **May 1st**: Pre-site training on Occidental campus
- **June 1st**: Start internship assignments on-site

## INTERNSHIP SITES

For summer 2015, *InternPDX* applicants are invited to apply to two of the following participating sites:

- Cogan Owens & Greene
- Community Warehouse
- Oregon Department of Human Services-Child Welfare Division
- Sustainable Harvest

## POLICIES

The following are policies to apply and participate in *InternPDX*:

- Must be available for the entirety of the *InternPDX* program *(June 1st - August 7, 2015)*
- Must be an active participant of all program components
- Prior *InternPDX* participants are welcome to apply to *InternLA*, however, cannot re-apply to *InternPDX*