



## **McCormick Community Internship**

### *Frequently Asked Questions*

- 1. I have never taken a Community-based Service Learning (CbSL) course before; am I still eligible to apply?**

While it is preferred that you have previous experience in at least one CbSL course, if you are able to demonstrate other ways you have engaged in service that involved critical reflection, you may still be eligible for the internship.

- 2. Does my letter of recommendation have to come from a faculty member? Can I submit more than one recommendation?**

You can choose to have a mentor, a supervisor, or faculty member write a recommendation for you. One letter of recommendation is sufficient.

- 3. Can I turn in the forms electronically?**

Yes. Your resume should be uploaded to the Student Employment website. All other forms (MCI application and timeline) should be submitted via email to Helen Damon-Moore at [hdamonmo@depaul.edu](mailto:hdamonmo@depaul.edu).

Note: Due to COVID-19 all documents should be turned in electronically to Helen Damon-Moore at [hdamonmo@depaul.edu](mailto:hdamonmo@depaul.edu) or submit all documents necessary to the job board application.

- 4. Do I interview for the program?**

No, but if you would like to discuss the program or ask questions, you can email Helen Damon-Moore at [hdamonmo@depaul.edu](mailto:hdamonmo@depaul.edu) or schedule an appointment to come speak with her in person.

**5. Do I need an official transcript?**

Transcripts are not an MCI requirement. The screening question will ask the applicant whether or not they have a GPA of 3.0 or above. (Review Committee will confirm GPA using campus Connect).

**6. Can my professor or previous supervisor email you their recommendation?**

Yes and No. A hard copy of the recommendation letter should be either turned in with your completed application or your recommender can send it over to the Steans Center via e-mail. Also, the recommendation must be signed by the professor or supervisor who filled it out.

**7. Where have previous McCormick scholars worked?**

Our interns have worked with the International Network for Urban Agriculture (INUAg), Jewish Council on Urban Affairs (JCUA), Peterson Garden Project, A Just Harvest, LAF (Legal Assistance Foundation), Urban Initiatives and ALWAH (A Long Walk Home), among many others.

**8. How many interns will be accepted into the program?**

This varies from year to year depending on the volume of applications we receive and the amount of funding we have.

**9. What is an Internship Project Timeline?**

A Timeline gives the McCormick Internship Review Committee an idea of the tasks that you expect to be engaged in throughout the course of the internship and the dates that you hope to complete them by. Scheduling these tasks in advance shows us that you are being proactive about completing your project on time.

For a project timeline template, please refer to

<http://steans.depaul.edu/Student/ServiceOpportunities/McCormick-Internship>

**10. I want to be involved with the McCormick Internship, but I don't have a community site lined up and don't know any I would like to partner with. Can the Steans Center set me up with a site after I apply?**

The Steans Center works with many community partners and can suggest potential sites. Developing the project in conjunction with a community organization is a vital component of the process.

**11. Can I apply for a summer internship if I recently graduated from DePaul that Spring?**

Yes, If you are continuing in the same Internship.

**12. Can I turn in part of my paperwork after the application deadline, as long as most of the materials are in?**

No. Your application should be complete by the deadline—you are always welcome to turn in your paperwork early. An extension might be granted in light of an extreme circumstance up to the Director's discretion, but every effort should be made to organize the application according to the timeline. We are here to help!

**13. Who should I contact for more information about the internship?**

Helen Damon-Moore at [hdamonmo@depaul.edu](mailto:hdamonmo@depaul.edu)