CPS INTERNSHIP PROGRAM
FREQUENTLY ASKED QUESTIONS
GETTING STARTED

1. What is the CPS Internship Program? The CPS Internship Program acts a three credit second-tier public service course. In order to earn elective and public service credit through this program, you will complete an internship (60 or 70 hours depending on department) and participate in an internship seminar. The seminar meets weekly during the academic year and runs online during summer.

2. Who can participate in the program? Sophomores, Juniors, or Seniors who have a 3.0 GPA or above (2.7 with a faculty recommendation) and have completed the 1st tier.

3. Where can I intern? Internships during the academic year need to be in New Orleans. Internships during the summer can be anywhere in the U.S. (as long as you will be able to participate in the online seminar).

4. Can my internship be paid? During the academic year, internships must be unpaid. During the summer, you can earn credit for a paid internship position if the initial 60–70 hours are unpaid. CPS will need confirmation from your supervisor of this arrangement.

5. What departments offer credit for public service internships?
- African Studies
- Anthropology
- Architecture
- Business
- Cell Biology (70 hrs)
- Communication (100 hrs)
- Earth & Environmental Science
- Ecology & Evolutionary Biology
- Economics (1 credit)
- English
- French (1 credit)
- Gender Studies
- History
- International Development
- Jewish Studies
- Latin American Studies
- Linguistics
- Music
- Neuroscience (70 hrs)
- Philosophy
- Political Economy
- Political Science
- Psychology (70 hrs)
- Public Health (fulfills Capstone)
- SISE (70 hrs)
- Sociology
- Spanish
- STEM fields earn SCEN credit (70 hrs)
- Theater & Dance

Students typically earn credit from their major or minor department. Some departments offer credit to non-majors/minors completing internships related to that department – be in touch with an Internship Coordinator for more information. You select your department for credit on your application to the program.
GETTING STARTED

6. Do I need to contact my department about participating in this program? You do not need to contact your department about your participation in the program—CPS will contact the department for you. However, Africana Studies, French, Communication, History, and Linguistics have specific guidelines for internships. Your Internship Coordinator will direct you to the appropriate contact person in the department.

7. What is the Internship Seminar? Internship Seminars are composed of discussion sessions, professional development workshops, guest speakers from local organizations, and student presentations. Your CPS Internship Coordinator will place you in the appropriate seminar depending on your department for credit. Internship Seminars meet weekly during the academic year & run online during summer.

8. I want to participate! How do I get started? You can get started by applying to the CPS Internship Program. Go to Center for Public Service On-line (cpsis.tulane.edu) and log in with your Tulane username and password. You can apply before or after you’ve accepted an internship. You need to apply before the semester you intend to participate. Application deadlines will be advertised and appear on the CPS website.

9. Can I take an internship seminar next semester to receive credit for an internship I already completed? No. You need to intern and take the seminar during the same semester.

10. Can I receive public service credit for an internship I completed while studying abroad? Not through the CPS Internship Program, but if your internship was connected to a study abroad course, you can petition after returning to Tulane for it to fulfill the 2nd tier requirement.
FINDING AN INTERNSHIP

1. How can I find an internship? You can browse the CPS database of over 500 community partners, read the IMPACT newsletter or attend the CPS Internship Fair. However, you are not limited to the opportunities included in these resources! If you had a good experience with the community partner from your first tier service-learning course, you could see if that organization is looking for interns.

When researching internship opportunities, think about the fields you are interested in working post-graduation, the role you would like to have, or the type of organization you would like to learn more about. As you would for a job search, send out resumes and cover letters to organizations that spark your interest. Follow up if you don’t hear back.

We encourage you to consult professors and other campus resources (Newcomb College Institute, CELT, the Taylor Center, and Hire Tulane). CPS Internship Coordinators are always happy to help with your internship search. You will need to have an internship in place before the start of the semester.

2. How do I know if my internship qualifies for public service credit? Look for internships with nonprofits, schools, or government, unpaid, and community engagement focused. Most community organizations, including schools, nonprofits, hospitals, governmental agencies, and neighborhood associations qualify as public service community partners. Internships with for-profit businesses will be considered if your work with them is part of a pro bono or community outreach project. Public service needs to primarily benefit the non-Tulane community.

3. What is the difference between volunteering and interning? Volunteers are essential for many organizations. However, as you contact organizations, make it clear you are interested in interning. Volunteer positions tend to be interchangeable and work at the surface. Internships are educational experiences. Your internship should offer the opportunity to build skills and assist behind the scenes.

5. How should I schedule my hours? How many hours a week do I need to work at my internship site? Students average between 5–7 hours of work per week at their internship sites during the academic year. At the beginning of your internship, you and your supervisor should agree on a weekly schedule to maintain throughout the semester. Keep in mind you must complete a minimum of 60 or 70 hours, depending on your department for credit.

6. I am interested in interning over the summer for credit. Is the hour requirement the same? Yes, the hour requirement is the same regardless of the semester. The summer internship seminar runs from early June to late July, so ideally your internship will overlap with those dates. Let us know if your internship will begin after mid-July.
REGISTRATION & PAPERWORK

1. What do I do once I have found an internship? Once you have accepted an internship, notify your CPS Internship Coordinator. You will receive instructions about the required forms and be added to a seminar roster:
   Internship Information Sheet (IIS): Log into cpsis.tulane.edu and click 'Complete Internship Information Sheet'.
   Memorandum of Understanding (MOU): Work with your supervisor to complete this document with you and your supervisor’s signatures. You can either send the MOU as an email attachment, or bring it in to the CPS office.

After you have accepted an internship, make an appointment to meet with your internship supervisor to review and complete the IIS and MOU. Schedule this appointment before the start of the semester. If you are out of town or unable to meet in person with your supervisor, please make arrangements to complete the forms over the phone. You can send the signature portion of your MOU as an email attachment using a scanner, or take a picture and email it from your phone.

Do not wait until your first day at your internship to discuss the forms with your supervisor. You will not be able to log hours or register for public service credit until you complete these forms.

2. What is an Internship Contribution? The Internship Contribution is aimed at benefitting the partner organization with which students are interning by leaving a tangible trace of their work, even if they contribute to a long-term undertaking that is not completed by the time their internship ends. Internship Contributions can take on many different forms. In the past, interns have developed resource directories, teaching manuals, press packages, databases, newspaper articles, after-school programming and outreach brochures. It could even be a report on the work that interns accomplish during their internship. It is up to the Site Supervisor and the intern to discuss and identify a need that can be addressed through the creation of a tangible product.

3. How do I register? If you are interning during the academic year, registration for the CPS Internship Program occurs during the first week of the semester. You will be registered for two courses:
   • Public Service Credit (SRVC 4890), 0 credits, graded S/U, and carries 2nd tier. CPS will let you know when you’ve been cleared to register for your SRVC 4890 section. You will not be cleared to register for this course until you have completed the internship forms.
   • Elective Academic Credit (ex. SPHU 4560), 3 GPA-bearing credits will be added directly by your department for credit to your schedule. The letter grade you earn for the Internship Program will be attached to this course.
3. How do I register? (continued) Even though you won’t yet be registered for the program, attend your internship seminar during the first week of classes. Your Internship Coordinator will send you the seminar meeting time and location.

If you participate during the summer, the two courses will appear on your fall transcript. This allows you to avoid being charged for the credits at the summer tuition rate. You will be cleared to register for SRVC 4890 in August and the elective academic credit will be added by your department for credit during the first week of the fall semester. Your grade will be posted in December as with any fall course.

Exceptions are made for students graduating in August and students who will not be enrolled during the fall semester. August graduates will receive the credits and grade on their summer transcript and will be charged tuition for a summer course. Students not enrolled during fall can receive their credits during the spring semester.

The Communications Internship Seminar runs as a summer course; students in that seminar will be charged summer tuition.

3. If I do not have a car in New Orleans, how can I get to and from my internship? Interns earning credit through CPS are entitled and encouraged to schedule individual ride requests for transportation to and from their internship sites. Transportation requests should be made through Shuttles and Transportation: Go to http://rides.tulane.edu/ and use your Tulane login and password to reserve a shuttle. Select the trip type “Internships.” During the academic year, your shuttle access will begin when you register for SRVC 4890. During summer, it will begin the same week as the internship seminar unless you request early access.

4. How am I graded? You will receive a letter grade for the Internship Program. The letter grade is posted to your elective credits. It reflects your work in the Internship Seminar and an evaluation from your supervisor. SRVC 4890 is graded S/U. You will receive S, if you complete the minimum number of hours required by your department.

APPLY TO THE CPS INTERNSHIP PROGRAM AT CPSIS.TULANE.EDU
QUESTIONS? CPSINTERNSHIPS@TULANE.EDU