[mccormick](http://www.mccormicktribune.org/) 

**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.

1. **Can I turn in more than one letter of recommendation?**

Yes, but one should be sufficient to deem your qualifications for the position. Submitting more than one letter of recommendation will not enhance your chances of securing the internship.

1. **Does the letter of recommendation have to be from a faculty member?**

No. You can also choose a mentor or supervisor, so long as the person can speak to your fitness for the program.

1. **Can I turn in the forms electronically?**

Yes and No. Your resume should be uploaded to the Student Employment website. All other forms (MCI application and timeline) must be submitted in hard copy to Sandra Cutz at DePaul University Steans Center. The mailing address is 2233 N Kenmore., Chicago, IL 60614.

1. **Will I have to interview for the program in person?**

No, but if you would like to discuss the program or ask questions, you can email Sandra Cutz at [scutz@depual.edu](mailto:scutz@depual.edu) or schedule an appointment to come speak with her in person.

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

No. 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).

1. **Can I send in the transcript electronically?**

No. Transcripts are not an MCI requirement.

1. **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.

1. **What are some locations that previous McCormick scholars have worked with?**

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

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

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

1. **What’s a timeline?**

A timeline gives the McCormick Internship Review Committee an idea of tasks that you expect to be engaged in throughout the course of the internship and the dates you hope to complete them by. Scheduling these tasks in advance shows us 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>

1. **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 just set me up with a site after I apply?**

You will have to seek out a potential site on your own, as developing the project in conjunction with a community organization is a vital component of the process.

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

No, the program is for current students only.

1. **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. We *strongly* prefer that you submit all your paperwork at the same time, although you will not be penalized if the parts come separately before the deadline.

1. **Can I have an extension on the date?**

Only in very extreme cases will an extension be granted.

1. **But I only heard about the deadline a few days before the applications are due. May I have additional time then?**

Unfortunately, no. We just recommend that you work very hard to get all of your necessary paperwork in before that date.

1. **What comprises an extreme case?**

Extreme cases include severe medical emergencies, *very* extreme weather, the loss of a loved one and acts of God. Granting extensions will be up to the coordinator’s discretion and are in no way guaranteed.

1. **Can I turn in my paperwork early?**

Of course, you can. But this does not give you priority in decision.

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

You should contact Sandra Cutz at [scutz@depaul.edu](mailto:scutz@depaul.edu)