January 2016

To internship program managers:

I am writing to share details of the Center for Career and Professional Development’s Internship Program (or CCPD-IP), the official internship program of Kalamazoo College. Since Kalamazoo College does not grant academic credit for internships, I ask that you accept our student’s participation in this program as fulfillment of your institution’s college credit requirement.

To meet your requirements, a Kalamazoo College student accepted for an internship with your organization may enroll in our CCPD-IP, a rigorous program of engagement which requires students to submit an advance learning contract, three reviewed reflective assignments through the course of the internship, and an evaluation at summer’s end. Successful completion of the CCPD-IP results in notation of the internship on a student’s official academic transcript. While this is not technically equivalent to college credit, the transcript notation is a hard-earned recognition of the academic merit of the internship experience and has been accepted by a range of other internship sites in lieu of college credit.

You may review the full description of our CCPD-IP requirements here:
http://reason.kzoo.edu/ccd/internships/ccpd-internshipprogram/ccpd-ip-requirements/

As other internship programs have done, I hope you will recognize our granting of academic transcript notation as equivalent to college credit, so that you may consider our student’s application. Please do not hesitate to contact me with any questions or concerns.

Thank you very much for your consideration of this request.

Warm regards,

Joan C. Hawxhurst
Director, Center for Career and Professional Development
Kalamazoo College
1200 Academy Street
Kalamazoo, MI 49006
CCPD Main Phone: (269) 337-7183
Direct Line: (269) 337-7384
Fax: (269) 337-7182
Email: joan.hawxhurst@kzoo.edu
LinkedIn: http://www.linkedin.com/in/joanhawxhurst
CCPD/Guilds Home: http://www.kzoo.edu/career

More in four. More in a lifetime.