

## Marietta College Academic Internship Registration Form

This form **MUST be submitted** to the Records Office **NO LATER** than the end of the Add period for the semester in which the internship takes place. For internships beginning after the add period ends, the form is due is no later than one week after the internship start date.

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Email: \_\_\_\_\_

ID#: \_\_\_\_\_ Major(s): \_\_\_\_\_ Class Level: \_\_\_\_\_

How did you find this Internship Opportunity? Career Center Family/Friend Faculty Referral

### Internship Information

Prefix (e.g., MNGT): \_\_\_\_\_ Year & Term: \_\_\_\_\_ Credits (0-3) : \_\_\_\_\_

Course Level:  197 (FR-Level)  297 (SO-Level)  397 (JR-Level)  497 (SR-Level)  597 (GR-Level)

Student Status:  Full-Time  CE  Masters  International Grade Type:  Letter  S/U

Compensation:  Paid  Unpaid

Reflection Component:  Oral Presentation  Written Report  Journal  Other: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours per Week (may be an estimate): \_\_\_\_\_

Total Required Hours (i.e., 40 hours per credit): \_\_\_\_\_

### Employer Information

Organization/Company Name: \_\_\_\_\_

Site Location (U.S. State or Country): \_\_\_\_\_

Site Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Education Abroad\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* Required only for students enrolled at MC on a student visa.

Original to Records

Copies to Student, Instructor, Advisor, Career Center

**PLEASE PROVIDE THE FOLLOWING DETAILS:**

**JOB DESCRIPTION** (Expected responsibilities, tasks, projects):

**GOALS & OBJECTIVES** (Skills/experiences that will contribute to your personal and career goals):

**ACADEMIC CONNECTIONS** (How the experience enhance what you have learned in classes at MC):