

CCN Experiential Learning Manager (ELM) for Students

PLEASE READ

Before beginning your Experiential Learning Agreement (ELA):

Contact the appropriate internship coordinator from the list below to be sure that you understand all of the requirements including the mandatory reflection component and minimum hours required for academic credit. A proposal is required prior to registering to receive credit for your academic internship.

For assistance accessing College Central Network, please contact the Career Center at cc@marietta.edu or 740-376-4645.

For all other questions related to academic internship policies and the registration process, please contact the Records Office at records@marietta.edu or 740-376-4740.

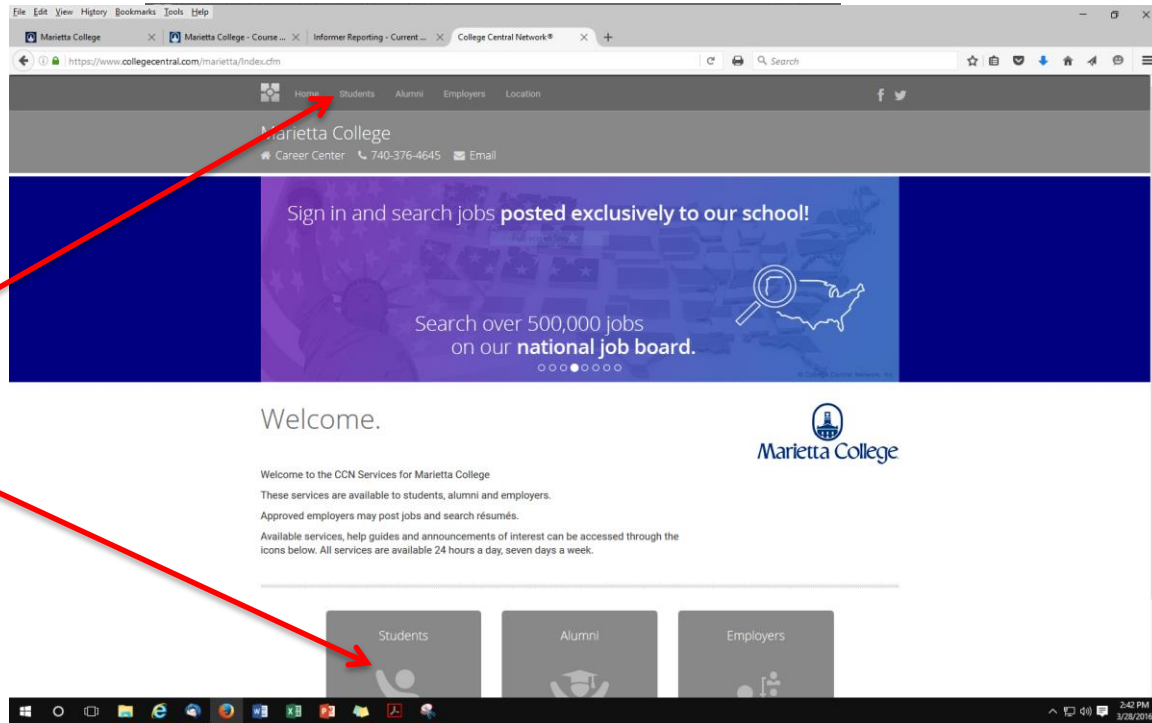
Internship Coordinators by Department

Art /Graphic Design — Sara Alway Rosenstock
Biology — Tanya Jarrell
Business & Economics— Rick Smith
Chemistry — Jim Jeitler
Communication — Dawn Carusi
Education — Elaine O'Rourke
English — Tim Catalano
History — Matt Young
Mathematics and Computing Science— Bob VanCamp
Mass Media — Lori Smith
Petroleum Engineering & Geology — Ben Ebenhack
Physics — Dennis Kuhl
Political Science — Mark Schaefer
Psychology — Mary Barnas
Sports Medicine — Sam Crowther
Theatre — David Makuch

After consulting with the Internship Coordinator, follow the steps beginning on page 2 to submit your 1) Internship proposal and 2) Internship registration.

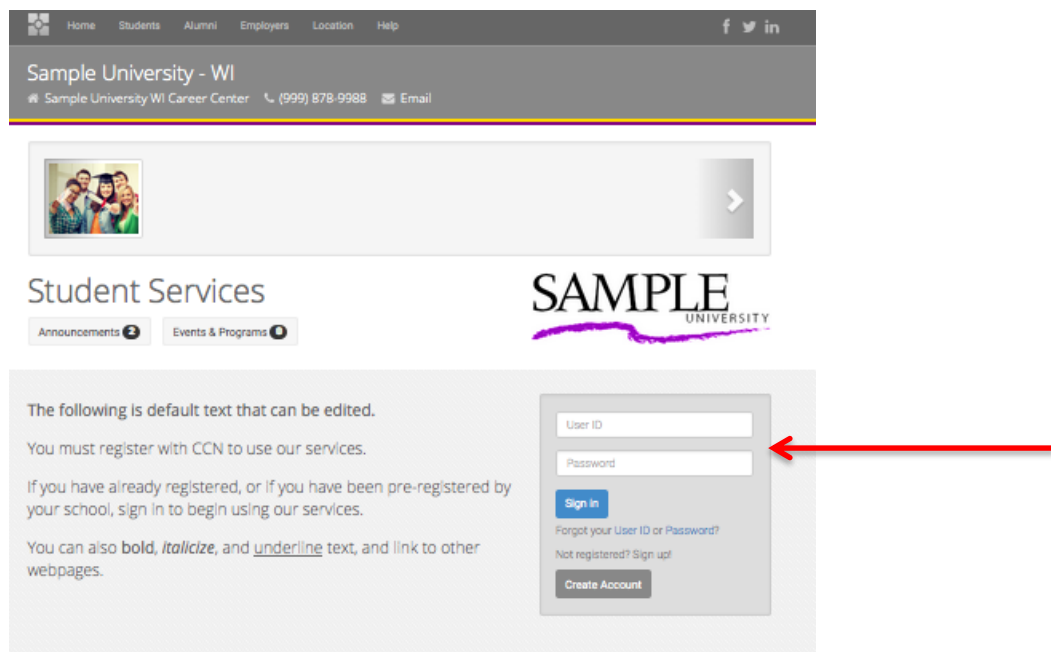
The internship registration (ELA) must be submitted AFTER approval of the proposal and WITHIN ONE WEEK of the start of the internship.

Step #1: Log in to your College Central Network (CCN) account by going to www.collegecentral.com/marietta and clicking Students

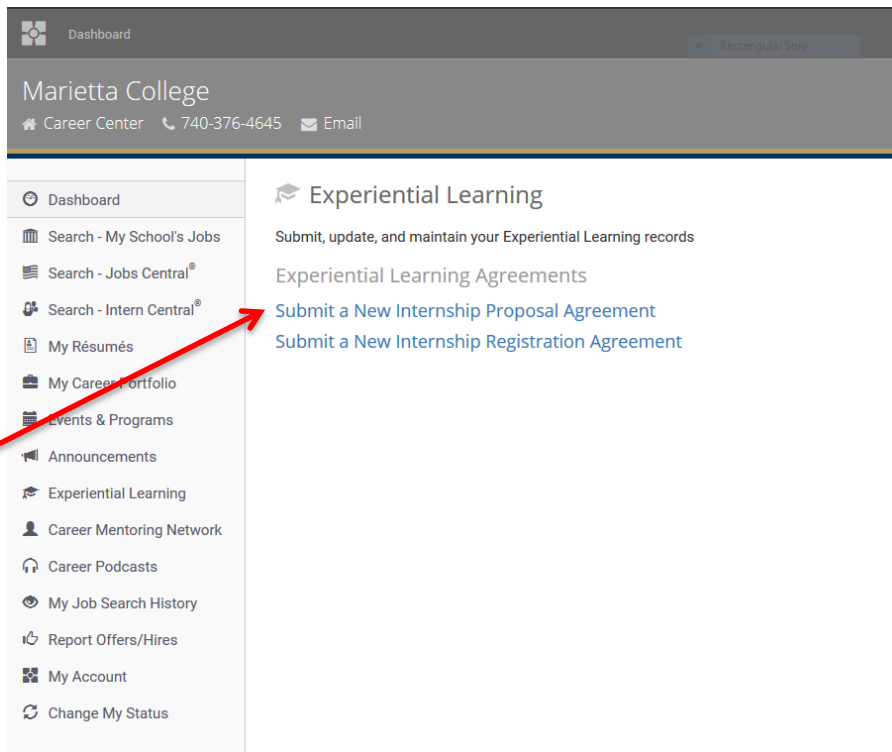
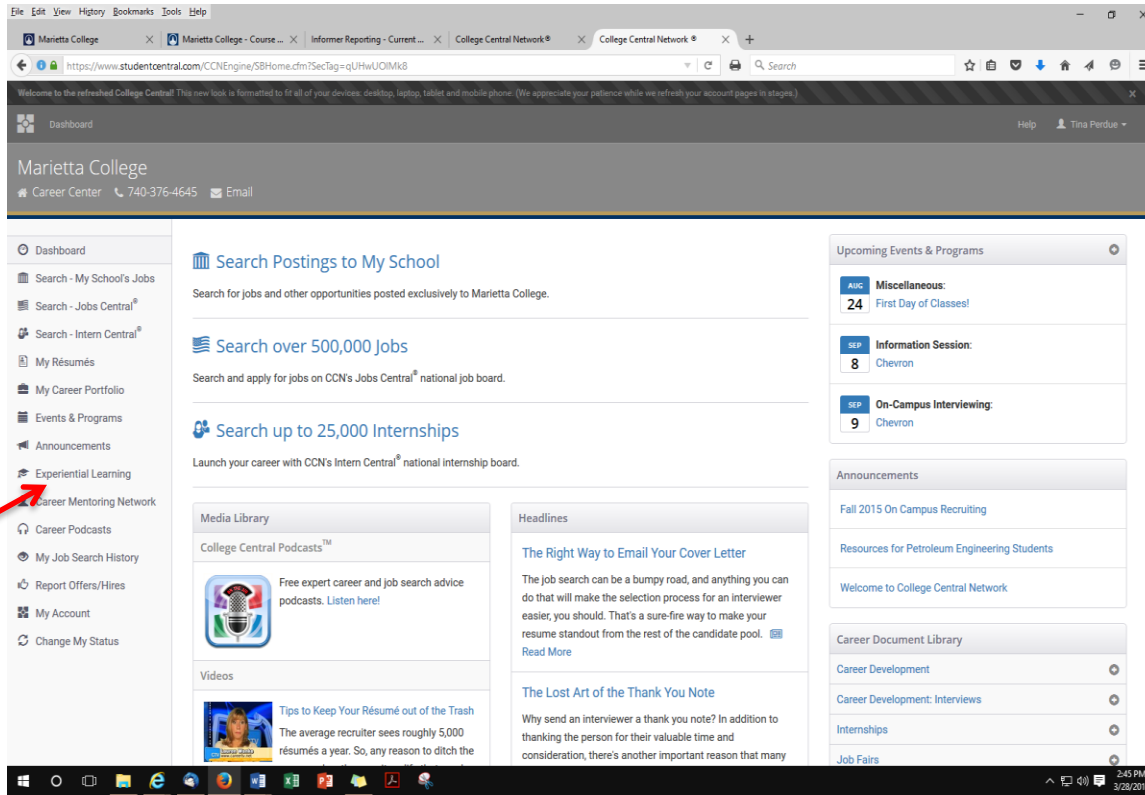


OR

- Next, enter your User ID and Password to Sign In or Create an Account



Step #2: Click on the Experiential Learning Manager box in the left hand menu on the Student Home page and click the “Submit a New Internship Proposal Agreement” link



Step #3: Review the internship guidelines before submitting your Internship Proposal web form.

Marietta College
Career Center 740-376-4645 Email

- Dashboard
- Search - My School's Jobs
- Search - Jobs Central®
- Search - Intern Central®
- My Résumés**
- My Career Portfolio
- Events & Programs
- Announcements
- Experiential Learning
- Career Mentoring Network
- Career Podcasts
- My Job Search History
- Report Offers/Hires
- My Account
- Change My Status

Internship Proposal Agreement Submission

You must submit an internship proposal and have it approved by the appropriate department internship coordinator before you register for academic credit. After your proposal is approved, use the Experiential Learning Manager in CCN to submit your internship registration.

Documents available for download:
[*Internship Guidelines - Please Read](#)

Please complete the form below. Fields marked with an * are required.

Student Name (Last, First MI)*

E-mail*

Major*

Note: Prior to submitting your internship proposal, you must submit signed approval from your employer to the appropriate departmental internship coordinator listed on page 1 of these instructions.

Step #4: Complete web form and select “Submit Experiential Learning Agreement”.

Your internship proposal will be forwarded to the Career Center and the appropriate internship coordinator for review. If your proposal is marked “Not Approved,” by either of these individuals, you will receive an email notification. You will also see a notification on your Student Dashboard alerting you to update your proposal.

Sample University - WI
Sample University WI Career Center (999) 878-9988 Email

- Dashboard
- Search - My School's Jobs
- Search - Jobs Central®
- Search - Intern Central®
- My Résumés
- My Career Portfolio
- Events & Programs
- Announcements
- Experiential Learning
- Career Mentoring Network

Alert!
Your Experiential Learning Agreement for Summer 2017 with Diamante Industries was designated as "Not Approved" by your school. Click "Experiential Learning" on the Navigator to see their comments.

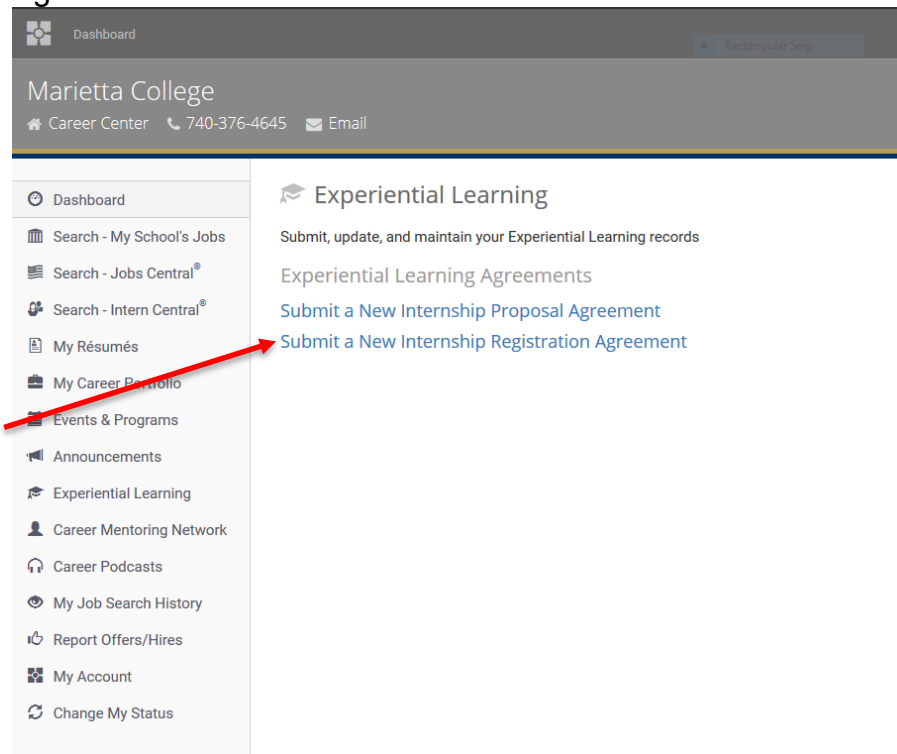
Search Postings to My School

Search for jobs and other opportunities, including On-Campus Interviewing, posted exclusively to Sample University - WI.

Search over 500,000 Jobs

Search and apply for jobs on CCN's Jobs Central® national job board.

Step #5: Once your internship proposal is approved, log in to your CCN account, select the Experiential Learning Manager, and select “Submit a New Internship Registration Agreement”.



Step #6: Complete the web form, being sure to read the field descriptions carefully.

Pay particular attention to the following fields:

- Prefix/subject: this will appear on your academic transcript with the course number
- Grade Option: some departments allow only the S/U option for internships. Check with your instructor if you are unsure. NOTE: If the S/U option is not required by the department and you elect this option, you may NOT count the credits toward major/minor/certificate requirements.
- Minimum Total Hours: Must meet department requirements
- Faculty Instructor: This is the MC faculty member who will assess your work and submit your final grade

Be sure to verify all details before submitting to avoid delays in processing. Any errors will result in rejection of your agreement.

You will receive status updates via email as the agreement is routed for processing. Reviewers include the Registrar, the Faculty Instructor, the Department Chair, and your academic advisor. The process may take up to one week to complete before the internship will be added to your academic record.

If an Agreement has been marked “Not Approved,” you will receive an email notification. You will also see a notification on your Student Dashboard alerting you to update your Agreement.

The screenshot shows the 'Sample University - WI' career center dashboard. At the top, there is a header with the university name and contact information: 'Sample University WI Career Center', '(999) 878-9988', and 'Email'. On the left side, there is a navigation menu with the following items: 'Dashboard', 'Search - My School's Jobs', 'Search - Jobs Central®', 'Search - Intern Central®', 'My Résumés', 'My Career Portfolio', 'Events & Programs', 'Announcements', 'Experiential Learning', and 'Career Mentoring Network'. The main content area features a red alert box at the top with a warning icon and the text: 'Alert! Your Experiential Learning Agreement for Summer 2017 with Diamante Industries was designated as "Not Approved" by your school. Click "Experiential Learning" on the Navigator to see their comments.' A red arrow points to the word 'Experiential Learning' in the alert. Below the alert, there are two sections: 'Search Postings to My School' with the text 'Search for jobs and other opportunities, including On-Campus Interviewing, posted exclusively to Sample University - WI.' and 'Search over 500,000 Jobs' with the text 'Search and apply for jobs on CCN's Jobs Central® national job board.'

After the corrections have been made, the review process outlined above will be restarted.