

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 or other approval process may be required in advance of the ELA, which serves primarily as the process for 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.

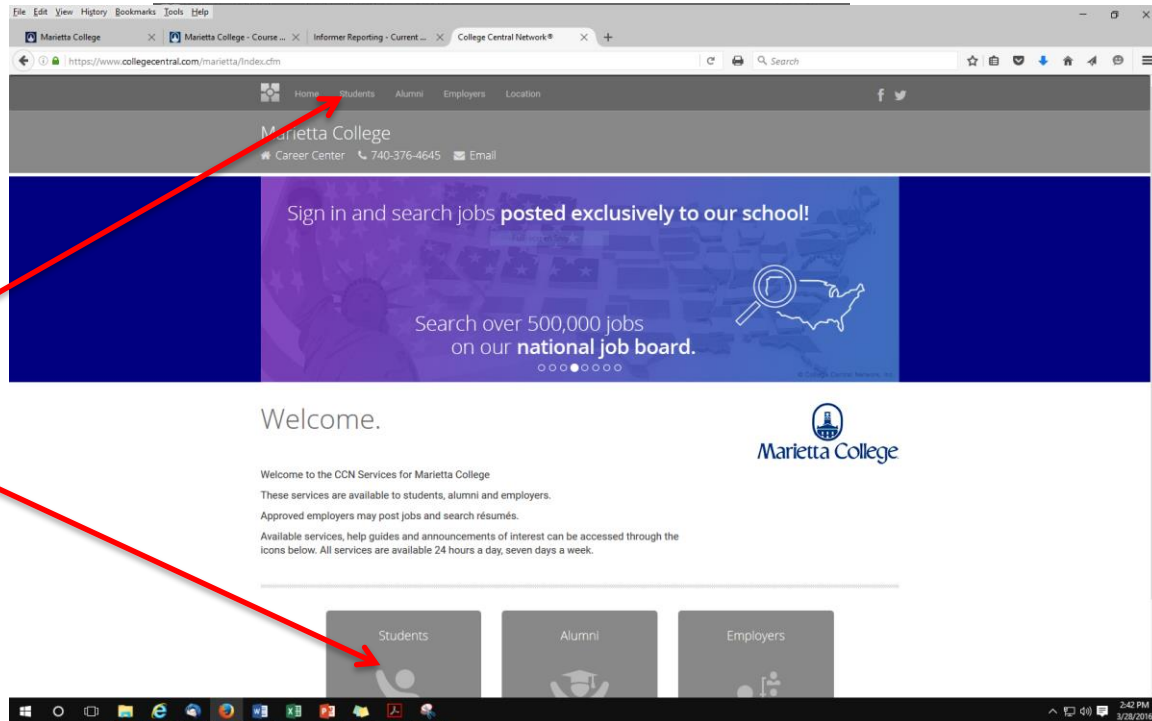
Internship Coordinators by Department

Art /Graphic Design — Sara Alway Rosenstock
Biology — Tanya Jarrell
Business & Economics— Debbie Lazorik
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 and completing any departmental approval process(es), follow the steps beginning on page 2 to submit your Experiential Learning Agreement for registration.

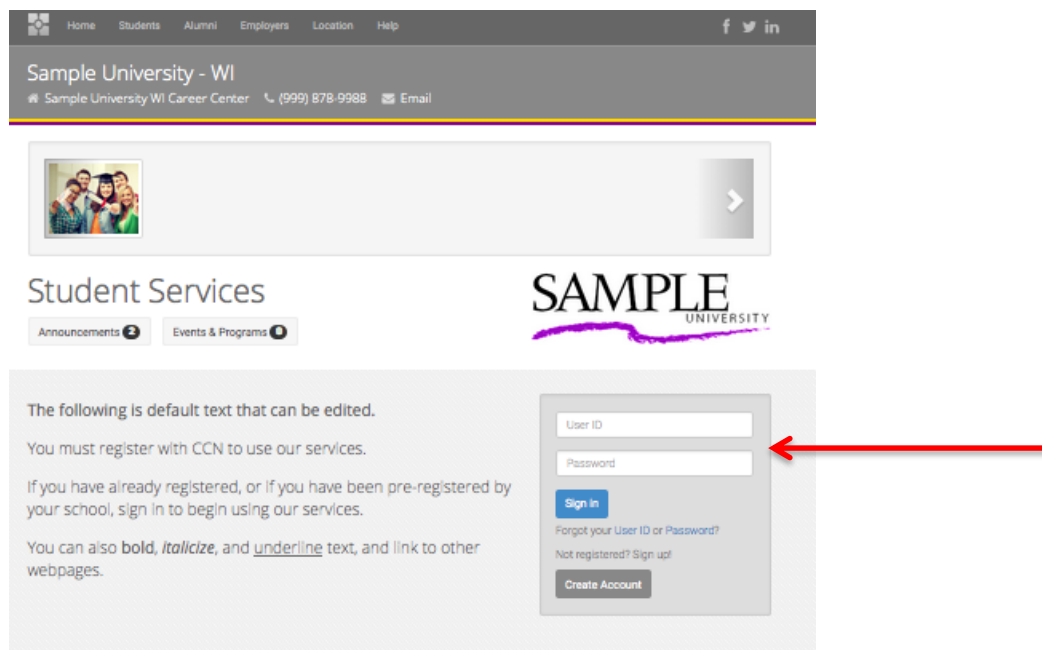
The ELA must be submitted within one week of the start of the internship.

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

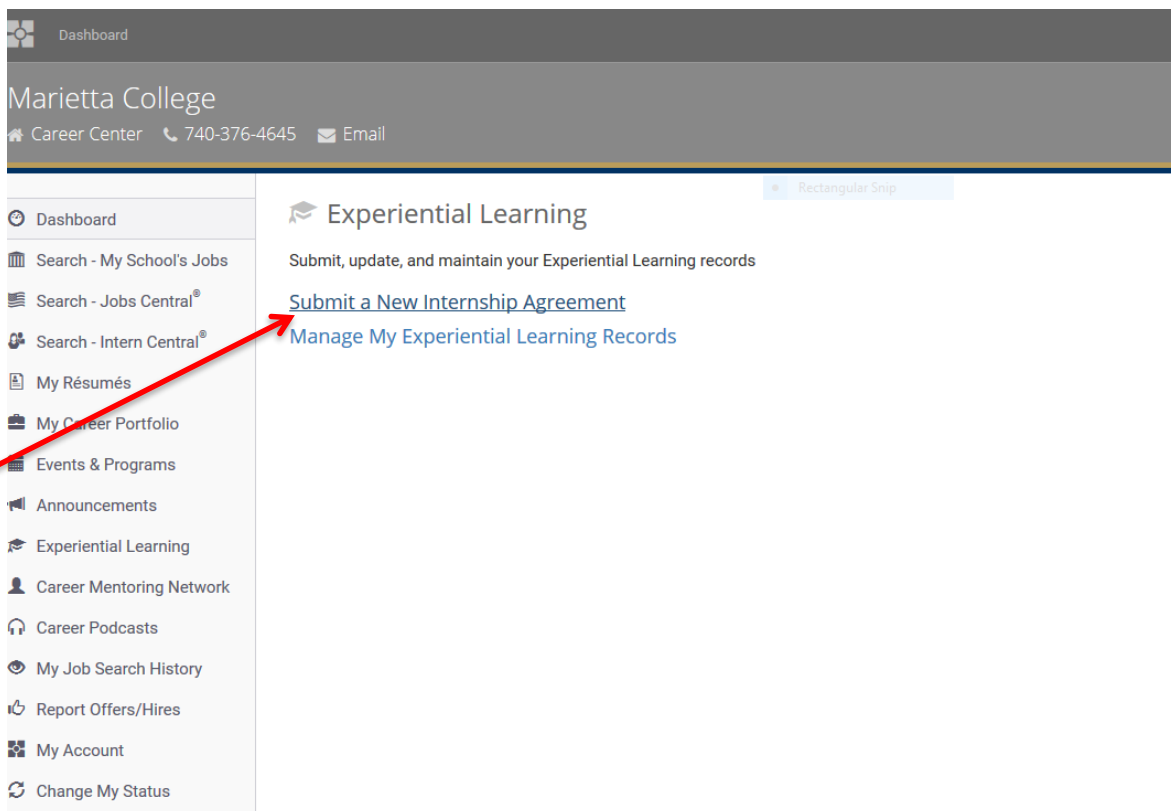
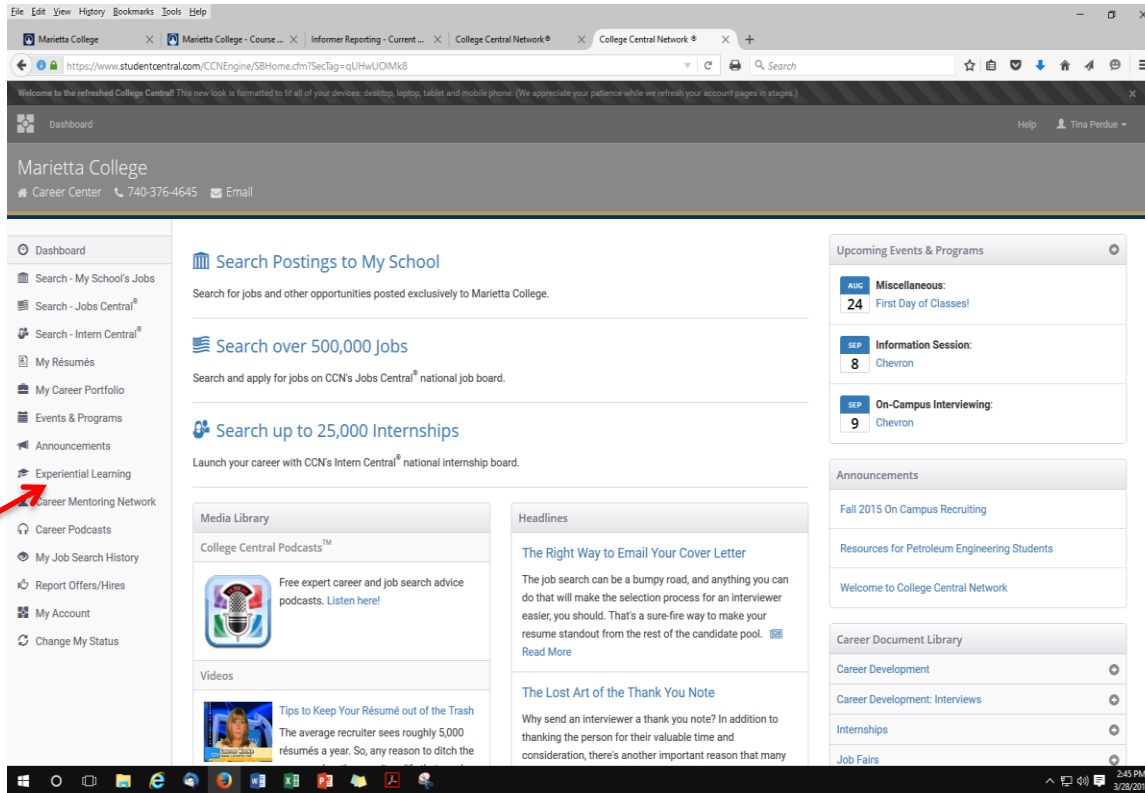


OR

- 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 Agreement” link



Step #3: Review the internship guidelines before submitting your Web Agreement Form Be sure to read the field descriptions carefully.

The screenshot shows the Marietta College Student Central website. The page title is "Welcome to Student Central. Your job search starts here!". The main heading is "Internship Agreement Submission". Below this, there is a section titled "Documents available for download:" with three links: "[Internship Guidelines - Please Read](#)", "[CPT Application \(International Students\)](#)", and "[CPT Regulations \(International Students\)](#)". A red arrow points to the first link. Below the links, there is a form titled "Please complete the form below. Fields marked with an asterisk (*) are required." The form fields include: Student Name (Last, First MI)*, Student ID#, E-mail*, Major*, Second Major (if applicable), Internship Course Prefix (Subject)*, Course Number*, Semester*, Year*, Compensation* (with radio buttons for Paid and Unpaid), Required Reflection Component (check all that apply)* (with checkboxes for 5-7 page Reflection Report, Journal, Presentation/Poster, and Other), and Grade Option* (with radio buttons for Letter Grade and Satisfactory/Unsatisfactory (S/U)). A note at the bottom of the form states: "Note: Internships within certain departments may only be taken under the S/U grading option. With the exception of internships within these departments (contact the department or the Records Office with questions), courses taken to fulfill requirements for a major, minor, or certificate must be taken under..."

This is where the guidelines are found.

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
- 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 see a notification on your Student Dashboard alerting you to update your Agreement.

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.

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