

## Academic Internships at Marietta College A Checklist

- Locate an appropriate internship through one or more of these resources
  - Career Center and its databases
  - Department Internship Coordinator
  - A faculty member or academic advisor
  - A family member or friend
  - Website of an organization or business
  
- Discuss the opportunity with your academic advisor and/or the Internships Coordinator in your department
  
- Be sure you know the rules and requirements
  - Does your department have a handout or website with internship guidelines?
  - See the Course Catalog (look for internships in the index)
  
- Identify a faculty member willing to serve as an instructor and obtain his/her agreement
  
- Develop an internship proposal
  - What are your duties on the internship?
  - What will you learn from this experience?
  - Find the form on the Career Center website
    - Fill it out and rename the file
    - Send electronically to your instructor and department coordinator
  
- Pick up Academic Internship Registration form from the Records Office
  - Submit by the end of the Add/Drop period for the semester or summer session in which the work experience is done. Did you find an internship *after* that deadline? See the Records Office.

- Fill in the Registration Form
- Instructor or the department's Internships Coordinator must verify, especially
  - Course level
  - Credits
  - Evaluation procedure
  
- Obtain all signatures required on the Registration
- Take the online tutorial about preparing for an internship
  - See Career Center Website
  
- Give your on-site supervisor a copy of your proposal/learning goals.
  
- Meet or communicate with your faculty instructor at least once during the internship if the work spans at least four weeks
  
- Anticipate that you and your supervisor will receive the report of an online evaluation mid-way through the internship
  
- Collect photos, audio files, or other materials to use in posters or presentations about the experience