**Marietta College Academic Internship Program  
*Guidelines for Sponsoring Site***

The Marietta College Academic Credit Internship Program offers students and employers a productive opportunity to work together. During this experiential education initiative students are able to complement their academic preparation with direct, practical experience and employers can benefit from the fresh perspectives and cutting edge skills offered by the student interns. We appreciate your participation in this mutually beneficial experience.

**Responsibilities of the College:**

* To encourage the student’s productive contribution to the overall mission of the organization;
* To certify the student’s academic eligibility to participate in an internship assignment;
* To designate a faculty advisor to assist the student in setting learning objectives, to monitor the student’s progress, and to evaluate the academic performance of the student;
* To act as a general resource for both the intern and the employer;
* To assist in resolving problems as they arise.

**Responsibilities of the Sponsoring Organization:**

* To encourage and support the learning aspect of the student’s internship projects;
* To designate an employee to serve as the student’s supervisor to help orient the student to the organization and its culture, to assist the student in his/her development, to confer regularly with the student and his/her faculty advisor, and to monitor the progress of the student;
* To provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging;
* To make available the necessary equipment, supplies and space so that the student can perform his/her duties;
* To provide safe working facilities, and an environment free from all forms of harassment;
* To notify the Marietta College Career Center of any changes in the student’s work status, schedule or performance;
* To complete a midterm and final evaluation of the student’s performance; *(Note: the midterm evaluation comes to the site supervisor via email Survey Monkey. The final evaluation will vary based on the student’s academic program/department.)*
* To verify that the student has completed the number of hours necessary to receive credit.  
  (a minimum of 40 hours per registered credit hour)

**Responsibilities of the Student:** *Please note: these are minimum requirements for any credit bearing internship. Departments may have additional requirements.*  All students are expected to adhere to a professional code of conduct in their internship. Reporting to their internship on time, dressing appropriately and conveying a professional and serious attitude about their work is required. Marietta College students will keep in mind that they are representing both the College and their sponsoring site in all of their internship experiences.

* To complete the necessary paperwork required by the student’s academic department and the Registrar’s office **by the deadline** in order to register the experience;
* To develop a portfolio which includes the learning goals/objectives; updated resume reflecting the skills and knowledge acquired as a result of the internship; verification of the hours worked; final performance evaluation or letter of recommendation from the workplace supervisor.
* To submit at least one of the following items (Departments may have requirements in addition to this minimum.)  
   1. Reflection of the goals/learning outcomes achieved as a result of the internship or a paper connecting

the internship experience to general education and major course requirements (5-7 pages).

2. Journal kept throughout the internship experience.  
3. Presentation or poster session.

*MC Dept Letterhead*

Date  
  
  
Sponsoring Organization’s Contact Information

Dear Contact Name:

On behalf of Marietta College and the \_\_\_\_\_\_\_\_\_\_\_\_Department, I am writing to confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be earning \_\_\_\_\_\_ academic credit as an intern within your  
 *(name of student)*  *(no.)*  
organization beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and concluding on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.   
 *(date*) (date)

One of Marietta College’s core values relates to “The World of Work” and through our academic credit internship program students are exposed to valuable, practical experience that helps them integrate what they are learning in the classroom with real world knowledge.

I look forward to working with you in making this a meaningful and productive work/learning arrangement. For more information on our Internship Program and additional resources related to internships, please visit the internship section of our website - <http://www.marietta.edu/departments/Career_Center/internships/index.html>.

Thank you for your supervision and commitment to the value of experiential learning in higher education and the workplace.

Sincerely,

Faculty/Internship Coordinator’s Name  
Title  
email/phone