

Register an Academic Internship Experience for Credit

Step 1: Meet with your Internship Coordinator

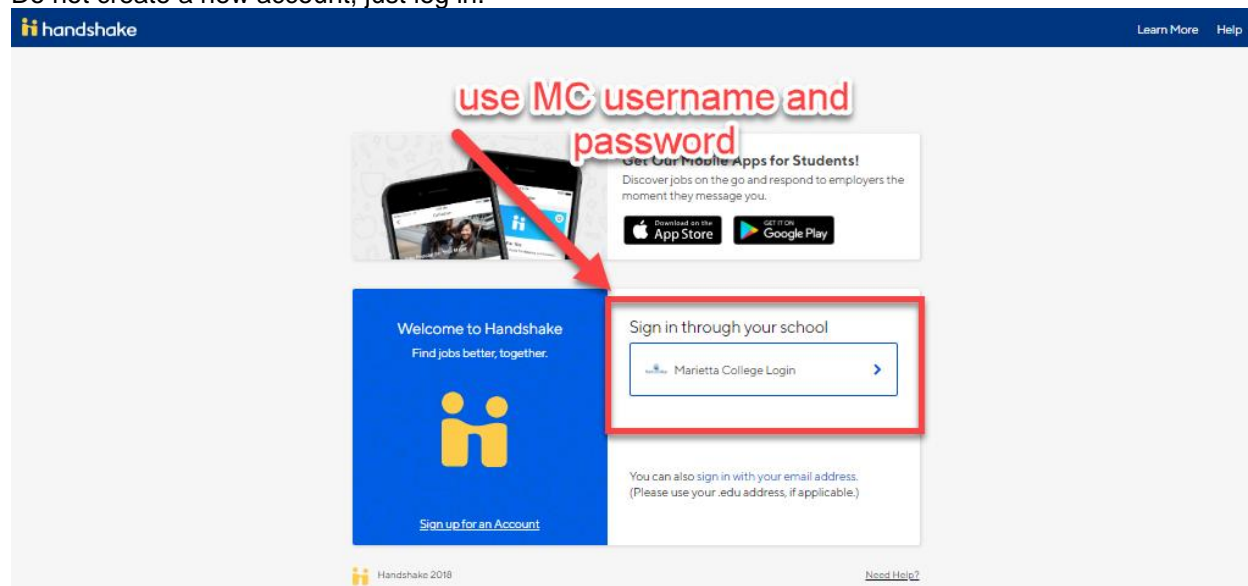
Set up a meeting with the appropriate internship coordinator from the list below to ensure that you understand all of the requirements for an academic internship including the mandatory reflection component, course number, and minimum hours required for academic credit.

- Art /Graphic Design — [Sara Rosenstock](#)
- Biology — [Tanya Jarrell](#)
- Business & Economics — [Rick Smith](#)
- Chemistry — [Jim Jeitler](#)
- Communication — [Dawn Carusi](#)
- Education — [Elaine O'Rourke](#)
- English — [Tim Catalano](#)
- History — [Matt Young](#)
- Leadership — [Maribeth Saleem-Tanner](#)
- Mathematics/Computing — [Bob VanCamp](#)
- Mass Media — [Lori Smith](#)
- Music — [Marshall Kimball](#)
- Petroleum Engineering & Geology — [Ben Ebenhack](#)
- Physics — [Dennis Kuhl](#)
- Political Science — [Mark Schaefer](#)
- Psychology — [Mary Barnas](#)
- Sports Medicine — [Jaclyn Schwieterman](#)
- Theatre — [Andy Felt](#)

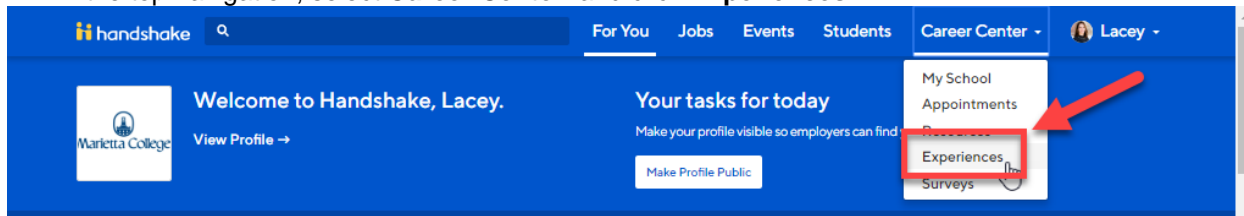
For assistance with Handshake, please contact Lacey Lauchard, ll005@marietta.edu. For all other questions related to academic internship policies and the registration process, please contact the Records Office at records@marietta.edu or 740-376-4723.

Step 2: Complete the Handshake Experience form WITHIN ONE WEEK of the start of the internship.

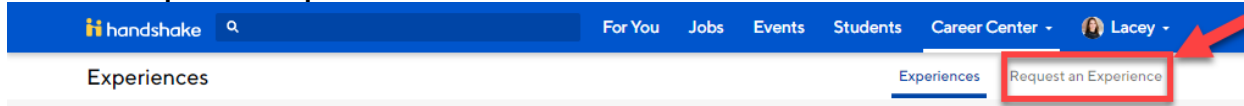
2A. Log into Handshake, marietta.joinhandshake.com, using your MyMarietta user name and password. Do not create a new account, just log in.



2B. In the top navigation, select **Career Center** and click **Experiences**.



2C. Click **Request an Experience**



2D. Select **Academic Internship** from the Experience type dropdown and complete the form (see screenshots on pages 3 and 4 below). **ALL FIELDS ARE REQUIRED.** Once the form is complete, select **Request Experience**.

Pay particular attention to the following fields:

- Internship Course 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 with your Internship Coordinator before submitting to avoid delays in processing. Any errors will result in rejection of your agreement.

Reviewers include the Registrar, the Site Supervisor, the Faculty Internship Coordinator and the Department Chair. The process usually takes 7-10 days to complete before the internship will be added to your academic record. In order to check the status of your Experience at any time, log in to your Handshake account and select Career Center and click **Experiences**.

If a reviewer declines the Experience, you will receive an e-mail notification with comments about the reason, errors, etc. Click the Experience link in the e-mail to log in to Handshake and add a comment to address the issue(s) noted by the reviewer. After you have addressed the necessary issue(s), the review process will resume.

Request an Experience

Experiences

Request an Experience

Details

* Experience Type

Academic Internship (NOTE: All fields are required for application approval)

x

Term

Select a term

Employer

* Employer

Select an employer

If you do not see your employer please type your own

Location

Enter the location of the employer...

Industry

Select an industry

Employer Phone Number

Employer Email Address

Job

* Job

Select a job

If you do not see your job please type your own

Department

Date

yyyy-mm-dd



>

yyyy-mm-dd



Job Type

Select a job type

Employment Type

Select an employment type

Salary

\$

Offer Date

2018-10-16



Offer Accepted

☐ yes☐ no☐ undecided

Approvers

Site Supervisor

* Email Address

Faculty Internship Coordinator

* Email Address

General

Page 1

* Class Level

- ☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior
☐ Masters
☐ CE

* Campus Mail Box

- ☐ 197
☐ 297
☐ 397
☐ 497
☐ 597

* Grade Type: 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 the letter grade option.

- ☐ Letter
☐ S/U

* Evaluation Procedure

- ☐ Oral Presentation
☐ Written Report
☐ Journal
☐ Portfolio

* Academic Start Date: Please provide the date on which your log of hours for academic credit begins if different than the start of employment. Otherwise, enter "same as job start date".

* Academic End Date: If employment will continue after the minimum hours required for academic credit are met, please provide the date on which you anticipate completing the required hours. Otherwise, enter "same as job end date".

* Hours per Week

* Minimum Total Required Hours

* Academic Connections: How will the experience enhance what you have learned in classes at MC

* Please confirm you have answered every question on this form, as all are required for application approval

- ☐ Yes, I have answered every question on this form.

Request Experience