

Academic Internships at Marietta College

A Checklist for Instructors

- Point students to these resources to find an appropriate internship
 - 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
 - www.internships.com

- Discuss the internship opportunity with the student

- Point the student to appropriate rules and requirements
 - Some departments provide a handout or website with guidelines for majors
 - See the *Undergraduate Catalog* (look for internships in the index)

- Agree to serve as an instructor and inform your department's internships coordinator
 - Or if you cannot serve, point the student to the Internships Coordinator to find another instructor

- Assist the student to develop an internship proposal
 - Download the form from the Career Center website

- Sign the student's Academic Internship Registration form (Records Office)
 - Student must register by the end of the Add/Drop period for the semester or summer session in which the work experience is completed.
 - Verify:
 - Course level
 - Credits
 - Evaluation procedure
 - Clarify how the grade will be determined

- Receive and review the results of an online evaluation mid-way through the internship

- Meet or communicate with the student at least once during the internship if the work experience spans more than four weeks

- Evaluate the materials on which a grade is based and submit a grade