

Marietta College Academic Internship Registration Form

This form **MUST** be submitted to the Records Office **NO LATER** than the end of the Add period for the semester in which the work is to be done.

Please Note: If a grade has not been submitted by the instructor at the end of the term, a grade of Incomplete (I or PR) will be assigned. Please refer to the Grades section of the College catalog for the policy on grades of incomplete.

Student Information

Last Name: _____ First Name: _____ Email: _____

ID#: _____ Major _____ Class Level: _____ Campus Box: _____

How did you find this Internship Opportunity? Career Center Family/Friend Faculty Referral

Internship Information

Subject: _____ Semester: _____ Credits: _____

Course #: 197 (FR-Level) 297 (SO-Level) 397 (JR-Level) 497 (SR-Level) 597 (GR-Level)

Student Status: Full-Time CE Grad International Grade Type: Letter S/U

Semester in which the internship will take place: Fall Spring Summer

Compensation: Paid (hourly) Paid (stipend) Unpaid For Credit Only

Reflection Component: Oral Presentation Written Report Journal Other: _____

Start Date: _____ End Date: _____ Hours per Week: _____ Total Hours: _____

ATTACH A SEPARATE DOCUMENT WITH: JOB DESCRIPTION (Expected responsibilities, tasks, projects);

GOALS & OBJECTIVES (Skills/experiences to be gained that will contribute to your personal and career goals);

ACADEMIC CONNECTIONS (How will the experience enhance what you have learned in classes at MC)

Employer Information

Organization/Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Site Supervisor's Name: _____ Title: _____

Email: _____ Telephone: _____

Signatures

Student: _____ Date: _____

Instructor: _____ Date: _____

Dept. Chair: _____ Date: _____

International Programs*: _____ Date: _____

* International Students must include the signature of the Director of International Programs.