

## 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 internship takes place. For internships beginning after the add period ends, the form is due within one week of the start date.

**Please Note:** If a grade has not been submitted by the instructor at the end of the term, a grade of Incomplete (I) 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

Prefix: \_\_\_\_\_ 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

Reflection Component:  Oral Presentation  Written Report  Journal  Other: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ Min. 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: \_\_\_\_\_

Site Location (U.S. State or Country): \_\_\_\_\_

Site Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

International Programs\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* International Students must obtain the signature of the Director of Education Abroad.

Original to Records

Copies to Student, Instructor, Advisor, Career Center