

Instructions for Internship Registration

In order for an internship to be credit-bearing, a new *Internship Registration Form* must be completed by the student and approved by Dr. Christopher Cox or Dr. Matthew Adamson. Ideally, this must happen by the end of the 3rd week of the semester.

ALL FORMS MUST BE FILLED OUT AND APPROVED BY END OF THE WEEK FIVE OF THE SEMESTER YOU ARE APPLYING FOR. The deadline for submitting the *Internship Registration Form* is the second Friday after the end of the Spring Semester. (e.g. if the semester ends Friday, May 22, then the deadline for submission of summer internship registration forms is Friday, June 5).

To access the form go to <http://www.mcdaniel.hu>

Log into your account.

On the left side, click FORMS, and choose INTERNSHIP FORMS.

On the upper right side, click ADD FORM.

1. Fill out the form to the best of your ability. If there are still some minor details to be worked out, that is okay, as we can modify the form before you actually start the internship.

However, **your internship will not be approved until all of the information is filled out completely.**

Begin by filling out all the drop-down information, Name, and Student ID Number:

Student name		Student ID (7-digit number below your name in the self-service advising interface: selfservice.campus.mcdaniel.edu)	
<input type="text"/>		<input type="text"/>	
Semester		Department	
<input type="text" value="Please select"/>		<input type="text" value="Please select"/>	
Course Number	Number of credits		
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>		

2. Give your Internship a Title

3. "Description of Internship"

This can be fairly brief, but we must have an overview of the key duties and responsibilities you will have and time-frames under which you carry them out.

4. Credits and hours:

1 internship credit = approximately 45 hours of time

So, if you want a 2 credit internship (the standard amount), you will need to plan for roughly 90 hours.

IMPORTANT: Depending upon the deliverable at the end of the internship (i.e. response paper, research paper, collection of journal entries and final summary, video and audio productions, personal reflections, etc) the amount of hours can be a bit smaller. For example, perhaps you do an internship that covers 80 hours over the course of a semester, but you produce fairly substantial paper at the end of the internship, we can still award 2 credits for that. However, in that case, you must make a specific description of the deliverable as well.

5. “Final product(s) to be evaluated: (eg, time log, journal, detailed account of performance, etc.)”

This is a description of the work you will produce at the end of the internship. For a 1-credit internship, it doesn't need to be more than a set of journal entries about your experience, with a summary of the experience turned in at the end. The bare minimum for 2 credits is a 1200-1500 word reflection on your experience during the internship. Please write this section clearly and concisely. For 3 or 4 credits, you will need the time log, detailed account of your performance from your supervisor, and a minimum 1500-word reflection.

If you are requesting 3 or 4 credits for an internship, you must have a very clearly written outline of the hours and the deliverables, and you will need to consult directly with Dr. Cox or Dr. Adamson for approval.

6. Calculating total number of hours:

Use the fields NUMBER OF WEEKS and NUMBER OF HOURS PER WEEK to calculate the total number of hours. That is how you line up the time-commitment to the number of credits you are seeking.

YOU MUST PROVIDE THE NAME OF THE ORGANIZATION, THE SUPERVISER, AND THEIR CONTACT INFORMATION in order for the form to be approved.

Name of organization where internship will take place

Address

Name of internship supervisor

Phone number or email

7. Choose your Faculty Sponsor from the dropdown

Number of weeks

Number of hours per week

Total number of hours

0

Faculty Sponsor Name

Please select



Save form

Accept

Reject

Revise and resubmit

Once you have completed the form, click SAVE FORM and immediately email Dr. Cox and Dr. Adamson to tell them that you have uploaded the form. One of them will APPROVE, DENY, or request that you REVISE AND RESUBMIT within a week.