

## **INTERNSHIP CHECK LIST**

Finding an internship site is the responsibility of the student, but Career Services is here to help! Read this page carefully for details about completing an internship for academic credit!

### **☐ Step One: Internship Procedures**

Meet with a counselor in the Career Services office during the semester before your internship. **All students applying for an internship must complete the internship contact information and orientation to qualify for academic credit!** The career counselor will explain all the steps necessary in the application process. Call Career Services at (404) 364-865 or ext. 8533, 8337 to make an appointment.

### **☐ Step Two: Find an Internship Site**

**Check out the internship listing resources in the Career Services office. Oglethorpe has over 200 internship listings within the Atlanta area. Most of these opportunities can be found on-line, or in internship notebooks in the Career Library.**

### **☐ Step Three: Submit Completed Internship Registration Form, Learning Agreement, and Internship Description to Career Services**

Secure a faculty supervisor from your major. This person may be your academic supervisor as well if appropriate. After you find a site, meet with your faculty supervisor to discuss and complete the Internship Registration Form and Learning Agreement. You will complete your Internship Description with your on-site supervisor.

### **☐ Step Four: Experiential Education Committee Review**

The three documents you submit will be reviewed by the Experiential Learning Committee made up of faculty from various disciplines. It is important that all forms be filled out as completely as possible to answer the questions of this committee. Internships can be rejected for a variety of reasons including lack of merit, unacceptable working conditions, or insufficient academic requirements. The committee may also elect to return your paperwork to you for additional information or assignments. Once the committee has reviewed and approved your internship application, your registration form will be sent to the Registrar's Office. Students must then register themselves at the Registrar's Office and pay any required tuition or fees. Approval by the committee does not automatically register students for internship hours and career services staff cannot register for students.

### **☐ Step Five:**

Establish a regular weekly meeting time with your faculty supervisor and begin working at your internship site. Use your time with your faculty supervisor wisely to discuss progress on research projects, recommended readings, journal entries or to ask questions about handling situations that may come up at your site. Do not allow conflicts at your internship site or negative circumstance to go unaddressed. Your faculty supervisor is there to guide you through difficulties. Career services staff are also available to discuss problems and offer possible solutions.

### **☐ Step Six: Submit Midterm Evaluation**

Upon completion of one-half of your internship hours schedule a time with your site supervisor to review your midterm evaluation. **Send the completed evaluation forms to Lisa Littlefield, Director of Career Services, 4484 Peachtree Road, N.E. Atlanta, GA, 30319, or fax 404-504-3449.**

### **☐ Step Seven: Final Evaluation and Site Evaluation**

Upon completion of your internship, mail or fax a completed Final Evaluation as listed above and Site Evaluation to the Career Services office.

***Enjoy your internship! This is a very special and important learning opportunity that may lead to employment, a positive recommendation or an opportunity for future Oglethorpe students.***