Summer 2015 Internship Registration

Registration Period: Monday, April 20 - Friday, May 29, 2015

- Summer tuition is $1,468/credit. Financial aid packages do not cover summer term so this would have to be paid out of pocket.
- Tuition Waiver Program: You may qualify for a tuition free internship. (see reverse side for details)
- On-campus summer housing applications are due to Residence Life by Friday, May 1.

HOW TO REGISTER YOUR INTERNSHIP

1. Go to our website: www.macalester.edu/internships/resources/forms and click on Online Learning Contract/Internship Agreement. Fill out/submit form online.
2. Once submitted, a printable version of your Learning Contract will be emailed to you within one business day.
3. Gather necessary signatures, and return it to the Internship Program for final approval from the Director.

⇒ Remember to include:
- Position Description (if there is none, use the template located on our website under “Forms”)
- Supervisor’s Business Card/Letterhead (something with contact information in print)
4. Summer Registration form: Once approved by the Internship Program Director, you must visit the Student Accounts Office to ensure your account is in good standing. You can then take the registration form to the Registrar’s office.

FINDING A FACULTY SPONSOR
To earn credit, you must have a faculty member oversee the academic component of the internship. That professor must approve your learning contract, be informed of your progress throughout the term, assess your work and summary reflection project at the end, and assign a grade. You may ask any faculty member you feel will be supportive of your experience. The credit earned will be in the department of the faculty sponsor.

HOURS REQUIRED FOR CREDIT
The minimum number of hours worked per credit number is as follows:

Fall-Spring-Summer Internships
- 4 credits = 140 hours per semester or 10-12 hrs/wk
- 3 credits = 105 hours per semester or 8-9 hrs/wk
- 2 credits = 75 hours per semester or 5-7 hrs/wk
- 1 credit = 45 hours per semester or 3-4 hrs/wk

(Internships must last a minimum of eight weeks)
**Your Semester At A Glance**

**Before the Internship starts - Online Orientation:**
Students registering an internship for the first time will be required to complete a brief (15 minute) online orientation.

**One Week Into the Internship - Orientation Check-In:**
The overall quality of a placement often correlates with how it begins. How has your internship started? This form needs to be submitted after your first week at the internship (by June 12 at the latest). We will ask for your work schedule on the form to help facilitate possible site visits.

**July 8 - "Mid-term Evaluation" due:**
Completed by your supervisor, this should be reviewed with you. It is a wonderful opportunity to receive feedback on your work and negotiate changes you would like to make for the remainder of the semester.

**August 12 - "Final Evaluation" due:**
Completed by your supervisor, use this meeting to review your internship experience to gain valuable feedback and closure.

**August 12 - "Self Evaluation & Evaluation of the Site" due:**
You evaluate the site, the quality of the learning experience, and your growth over the term. You will also need to hand in the internship assignments to your faculty sponsor.

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**Summer Tuition Waiver Program**
Any student required by an outside entity to do their internship for academic credit may enroll for a one-credit internship and have the cost of that credit waived.

**This includes:**
- International Students doing paid internships, as required by the F-1 student visa.
- Employers who require their internship must be done for academic credit as a condition of employment. *(Common in media, finance, government, etc.)*

See the Internship Program for details!

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**WE CAN HELP!**
Our office can help you find a great internship and register it for academic credit. Visit us to brainstorm ideas, explore a wide range of options, and develop an effective search strategy. We can also help with resumes and cover letters.

Enhance your search with our online resources:
- Macalester’s user-friendly job and internship database (MC2)
- Field-focused organization lists
- Links to online internship search engines

We have daily drop-in hours from **1:30-3:00 pm Monday-Friday** or you can go to our website and select “Schedule an Appointment.”

The Career Development Center (651-696-6834) is also able to assist you by offering a variety of career planning tools.

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**Macalester College Internship Program**
Located in Kagin Commons
651-696-6128
internship@macalester.edu
www.macalester.edu/internships