CREDIT BEARING INTERNSHIP CHECKLIST

Pre-Registration

☐ Verify academic eligibility and submit an appeal to the Academic Policy Committee if needed
http://www.smcm.edu/careercenter/current-future-students/internships/internships-for-credit/

☐ Discuss responsibilities and work assignments and schedule with your Site Supervisor

☐ Discuss your internship and academic project with your Faculty Sponsor & Department Chair

Registering for Credit

☐ Log into HireSMCM using your SMCM username and password

☐ Navigate to the Co-Curricular Portfolio page
   My Account → Co-Curricular Portfolio on the left hand navigation bar
   or select Co-Curricular from the Quicklinks menu on the right hand side of the page

☐ Click “Add New”

☐ Select “Internship – Credit Bearing” from the Type list

☐ Complete and submit the learning agreement

☐ If prompted, make edits to your learning agreement
   You may be asked to make edits by the Career Center, your site supervisor, your faculty sponsor, or the department chair.

☐ Once approved, the Career Center will register you for both academic credit & ELAW (if applicable)
During Your Internship

☐ **Track Hours using HireSMCM**
   A link will appear beneath your internship experience where you can track your internship hours. These hours will be confirmed by your Site Supervisor.

☐ **Complete Informational Interview**
   Review the required questions in the appendix of the syllabus and craft 3 of your own. Visit the Career Center if you need help developing appropriate questions.

☐ **Write thank you note to interviewee within 24 hours of your interview**
   You can find an example thank you note in the appendix of the syllabus. Visit the Career Center if you need help crafting a thank you note.

☐ **Complete the Informational Interview Reflection in HireSMCM**
   Navigate to the Co-Curricular Portfolio page of HireSMCM and locate the reflection prompt in Reflections & Other Assignments.

☐ **Complete the Midterm Self Evaluation**
   Prior to meeting with your Site Supervisor for an evaluation, evaluate yourself using the form provided in HireSMCM.

☐ **Receive feedback from your Site Supervisor midway through your internship**

☐ **Complete the Midterm Evaluation Reflection**
   Navigate to the Co-Curricular Portfolio page of HireSMCM and locate the reflection prompt in Reflections & Other Assignments.

☐ **Complete the Final Self Evaluation**
   Prior to meeting with your Site Supervisor for an evaluation, evaluate yourself using the form provided in HireSMCM.

☐ **Receive feedback from your Site Supervisor at the end of your internship**

☐ **Complete the Final Evaluation Reflection**
   Navigate to the Co-Curricular Portfolio page of HireSMCM and locate the reflection prompt in Reflections & Other Assignments.

☐ **Complete the Site Evaluation in HireSMCM**

☐ **Complete the Academic Project**
   Submit your academic project directly to your faculty sponsor.