

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