FIRST...Add Internship Class
1. Complete “Internship Proposal & Registration Add Slip.” Please schedule an appointment to pick up this form in Career Services and meet briefly with Mary Robins, Director of Career Services.
2. We will go over the process and the steps you will need to take in order to complete your internship for academic credit.
3. If you have not already secured an internship, Mary will help you with your resume and job search.
4. Internships should be secured no later than the 2nd week of the semester and absolutely no later than the 4th week of the semester.
5. The form will be need to be signed by the Prof. Dale Hockstra, Academic Dean (Business) or Prof. Mark Hager (Psychology); Mary Robins, Director of Career Services and be delivered to the Registrar.
6. Once the form is received by the Registrar, you will be enrolled in the class and can check Moodle for further information and course assignments.

SECOND...Employer & Internship Agreement
1. Take the “Employer Internship Agreement” to your Employer to have them sign the agreement. The Employer must also provide a job description.
2. This should be completed by the 2nd week of the semester, but no later than the 4th week.

THIRD...Faculty & Academic Agreement
1. Meet with faculty advisor (Dale Hockstra or Mark Hager) to review the Internship Agreement and Learning Contract along with the Job Description to determine your three learning objectives for the semester.
2. This should be completed by the 2nd week of the semester, but no later than the 4th week.
3. Receive a syllabus for the Internship course. Most of the assignments will be posted on Moodle. (Psychology students may or may not be using Moodle.)
4. Grading for the course is Credit/No Credit.

FOURTH...Work & Moodle!
1. Show up promptly for all work hours as agreed upon with your supervisor.
2. Dress appropriately. Remember you are representing all Menlo College students.
3. Take notes and maintain any confidentiality.
4. Take initiative and ask for feedback throughout the internship. Handle any feedback with grace.
5. Network with other interns and employees.
FIFTH...Wrap-up & Employer Evaluation

1. Provide your Employer with the Employer Evaluation Form. This form may be completed online via Survey Monkey or on hard copy.
2. Evaluation must be received by faculty by May 10 even if you have not completed your work hours or are returning to the same internship next semester.

IMPORTANT SPRING 2013 DATES & NOTES

- **Wednesday, January 9** - first day of academic course.
- **Monday, February 4** – last day to register/start an internship for Spring 2013.
- **Friday, May 1** - all final papers and Employer evaluations are due.
- You may begin working at your internship before January 9 or end working after May 10, however, your final paper and evaluations are still due at the end of the semester.
- If you attending Menlo College as an international student on an F-1 Visa, you will need to have the dates of your internship approved by Virginia Spinelli, Designated School Official and noted on your I-20 before you begin work.
- If you are continuing your internship in the following semester, you must register and go through the process again.

QUESTIONS?

Please contact:
Mary Robins, Director of Career Services
mrobins@menlo.edu
650-543-3735
Located in Administration Building, Student Affairs
On Campus: Monday – Friday, 10am to 5pm
Appointments recommended

Or

Dale Hockstra, Dean of Business and Academic Affairs
dhockstra@menlo.edu
Located in Office of Academic Affairs, Brawner Hall
Make appointments through Cindy McGrew (cmcrgew@menlo.edu or 543-3800)