Internship Policies

Policy/Procedure

1. Matriculated Dickinson College students are eligible to register an internship through the internship notation program or an independent study. The internship transcript notation program is offered in the fall, spring and summer.

2. Students can register internships for credit if their major requires internship credit or if the internship is part of a larger, established, and approved program (such as the Washington Center or some study abroad programs). All other students should be encouraged to register their internship through the internship notation program.

3. Registered internships must be pre-professional work experiences that enhance the student’s knowledge about an industry. Internships should involve exposure to the mission, vision and values of the organization, working on projects that encourage practical application of skills and teach about the industry through activities such as attendance at conferences and/or meetings, being mentored, etc. “Virtual” internships may need to meet additional criteria. Contact the internship coordinator for additional information.

4. Internships must be at least 8 weeks and 80 hours in length.

5. Students may register one internship per semester/term. There is no limit to the number of notations students may complete. Students may register a subsequent internship with the same employer, provided the responsibilities are different and offer new opportunities for increased application and learning.

6. Students may register for the internship transcript notation program through Gateway (Dickinson Portal) by the Add/Drop deadline during the semester the internship is being completed. Internships must begin within two weeks of the beginning of classes during the academic year, and within two weeks of June 1 during the summer.

7. To receive a transcript notation for an internship, students must satisfactorily complete all required reflective work according to established due dates and deadlines.

8. Student and site must complete Responsibility Agreements which will be distributed at the start of the internship.

9. The internship and reflective component must be concurrent; therefore, retroactive notations are not granted for internships.

10. Interns cannot be registered for both the Internship Transcript Notation Program and an independent study/academic credit (through Dickinson or another institution).

11. Supervisors cannot be related to the intern (immediate family or another relative).

Related Information
Career Services: Internship Policies

History/Revision Information

**Responsible Office/Division:** Career Center, Internship Coordinator  
**Effective Date:** 08/2011  
**Last Amended Date:** 08/2011  
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**Also Found In:** Career Services Web Site  
(http://www.dickinson.edu/student-life/resources/career-center/)