

## **Internship Notation Program Policies**

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1. Matriculated Dickinson College students are eligible to register for the Internship Notation Program. The internship notation program is offered in the fall, spring and summer.
2. 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 Director of Internship Programs for additional information.
3. 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.
4. Internships must be at least 8 weeks and 80 hours in length.
5. Students may register for the internship notation program through Gateway (Dickinson Portal) no later than 2 weeks into the start of the semester or summer in which the internship is being completed. Internships must begin within two weeks of the start of classes during the academic year, and within two weeks of June 1 during the summer.
6. To receive the transcript notation for an internship, students must satisfactorily complete all required reflective work according to established due dates and deadlines.
7. The internship and reflective component must be concurrent; therefore, retroactive notations are not granted.
8. The student and site supervisor must complete Responsibility/Intern Agreements distributed at the start of the internship.
9. Interns cannot register an internship with both the Internship Notation Program *and* an independent study/academic credit (through Dickinson or another institution).
10. Supervisors cannot be related to the intern (immediate family or another relative). The supervisor should be an established professional. Students/student-leaders may not supervise interns.