

Internship Transcript Notation Program

Policy/Procedure

The Internship Transcript Notation Program allows students to receive official College recognition of their internships. Students register for the program through Gateway. Throughout the course of the internship, students complete a concurrent reflective component. This component includes 4 reflections spread over the semester or summer, a brief pre-internship and post-internship assessment, and periodic time sheets. All correspondence is submitted online via Gateway and the Career Center supports the students throughout the experience.

Benefits of the Transcript Notation Program

- Get official College recognition of your internship. The internship will be documented on your transcript.
- Ensure that you are covered by the College's liability insurance while you're interning.
- Receive support from the Career Center for you and your internship site during your internship.
- Opportunity to reflect on your experience while you do it, leading to better defined career and personal goals.
- Learn to effectively articulate your experience on your resume and when you interview for jobs or graduate school/professional school.

Eligibility

- Open to students in any year, major, or industry
- Internships must be pre-professional work experiences that enhance your knowledge about an industry.
- Internships must be at least 8 weeks *and* 80 hours in length.
- Internships must be registered during course request period, unless otherwise noted.
- Internships must occur during an academic semester or summer.
- For a complete list of internship policies, see Policy V-B-3.

Register for the Transcript Notation Program:

Go to <http://gateway.dickinson.edu>. Once you log in to Gateway, you can access the internship registration form by clicking on the "Student Forms" tab. The internship registration form will be listed as one of your available forms on the left-hand menu. You should **only** go to this page if:

1. you have already secured an internship, and
2. you have read the internship policies.

How to Get a Transcript Notation

1. Secure an internship (the Career Center can help you with that if you need it)
2. Register through the Gateway Portal by the add/drop deadline

Career Services: Transcript Notation Program

Then, while you're doing your internship, as part of the transcript notation program, the Career Center will guide you through a reflective component. This component includes 4 reflections spread over the semester or summer, a brief pre-internship and post-internship assessment, and periodic time sheets. These assignments will help you think critically about your experience and explain what you learned and why it was useful to you (which can help you make progress on your career goals).

Grading

There is no credit involved, so you will not get a grade. You will receive the notation upon successful completion of the internship and concurrent reflective component. If you do not successfully complete either of these, you will not receive the notation.

Course Credit

Transcript notations are non-credit. Students interning through The Washington Center program will be able to earn credit. Additionally, some internships done abroad through Dickinson will carry credit for the intercultural seminar. This should be discussed with the Office of Global Education.

If an internship site requires that students receive credit for the internship, speak with the internship coordinator in the Career Center. The majority of employers will allow this program to fulfill their “credit” requirement.

Related Information

History/Revision Information

Responsible Office/Division: Career Center, Internship Coordinator

Effective Date: 08/2011

Last Amended Date: 08/2011

Next Review Date:

Also Found In: Career Services Web Site

(<http://www.dickinson.edu/student-life/resources/career-center/>)