List of Internship Information Required for Credit Registration

It is important to know what to expect and what will be expected before beginning a credit-based internship. Having this initial information is used to help ensure a structured and meaningful learning experience. Please refer to the full Credit-Based Internship Program's Policies and Guidelines available online at https://msmary.edu/internships.

Students are encouraged to discuss plans and confirm expectations of an internship together with their site supervisor and faculty sponsor while preparing the below information for credit registration. Faculty sponsors are usually determined by student inquiry and can be a student’s academic advisor, the designated faculty member who oversees credit-based internships in the department, or a faculty member of the student’s choosing from their academic department, and the academic department faculty member must correspond with the internship course code being registered.

- Semester or term of internship
- Duration of internship: Start Date to End Date (ideally, this aligns with the term’s dates)
- Type of Internship (multiple options may apply: Off-Campus, On-Campus, Virtual)
- Anticipated Average Number of Internship Hours Per Week
- Internship Course Number (corresponds with academic department – see Academic Catalog or Credit-Based Internship Program Policies and Guidelines for full list)
- Number of Internship Credits Being Registered (40 internship hours required per credit)
- Employer Name
- Employer Website URL
- Mailing Address of Employer
- Job/Internship Title
- Compensation (Paid or Unpaid)
- Site Supervisor Name
- Site Supervisor Title
- Site Supervisor Email Address
- Site Supervisor Phone Number
- Site Supervisor Approval (can be obtained after submitting information on Handshake)
- Faculty Sponsor Name
- Faculty Sponsor’s Academic Department
- Faculty Sponsor Email Address
- Faculty Sponsor Approval (can be obtained after submitting information on Handshake)
- Department Chair Name
- Department Chair Email Address
- Department Chair Approval (can be obtained after submitting information on Handshake)
- Internship Responsibilities, Projects, and Tasks (can attach job description on Handshake)
- Learning Goals and Objectives (guide available to assist in creating these goals/objectives)