

Internship Program at a Glance

Internship FAQ Page: [Internships | Hendrix College](#)

Possible Credit:

- Odyssey Credit
 - Pre-approved for Odyssey Credit in the PL Category
 - Student may submit a proposal to the Odyssey Office if they wish to petition for credit in a different category
- Academic & Odyssey Credit
 - Students may get academic credit for up to two internships during their time at Hendrix
 - Additional requirements must be fulfilled
- Major/Minor Requirements
 - Department Program Chair approval required

Timeline of an Internship:

1. **Find an internship.** (Need help? Meet with Tricia Burris: [Hendrix Career Services- Tricia Burris \(youcanbook.me\)](#))
2. **Secure a Hendrix Supervisor for your internship.** (Must be faculty if you register the internship for academic credit or to fulfill a major/minor requirement)
3. **Register your internship through Career Services.**
 - a. Forms are housed in HireHendrix (access granted after meeting with Career Services)
 - b. Once submitted, forms must be **approved** by all parties before registration is complete
4. **Complete all three components of the internship program:**
 - a. Internship: minimum of 120 hours and 8 weeks of substantive work
 - b. Work with Hendrix Supervisor
 - i. Three Meetings
 - ii. Reflections
 - iii. For academic credit internships: 2 readings & 1 assignment
 - c. Professional Development Seminar (via Teams; asynchronous; through Career Services)
5. **Wrapping up internship:**
 - a. Career Services: Send a final progress notice to student and Hendrix supervisor regarding progress through Professional Development Seminar
 - b. Student:
 - i. Confirm that you have completed all requirements for your Hendrix Supervisor and the Career Services Professional Development Seminar
 - ii. Submit a Project Completion Form to the Odyssey Office (after Odyssey Transcript Paragraph has been edited per Hendrix Supervisor's instructions)
 - c. Hendrix Supervisor
 - i. Approve Odyssey Paragraph/Completion Form (Odyssey will send email)
 - ii. Alert Registrar (ONLY for internships bearing academic credit and/or major/minor requirement)