Internship Program at a Glance

Internship FAQ Page: Internships | Hendrix College

Possible Credit:

- Odyssey Credit
  - Pre-approved for Odyssey Credit in the PI 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)