

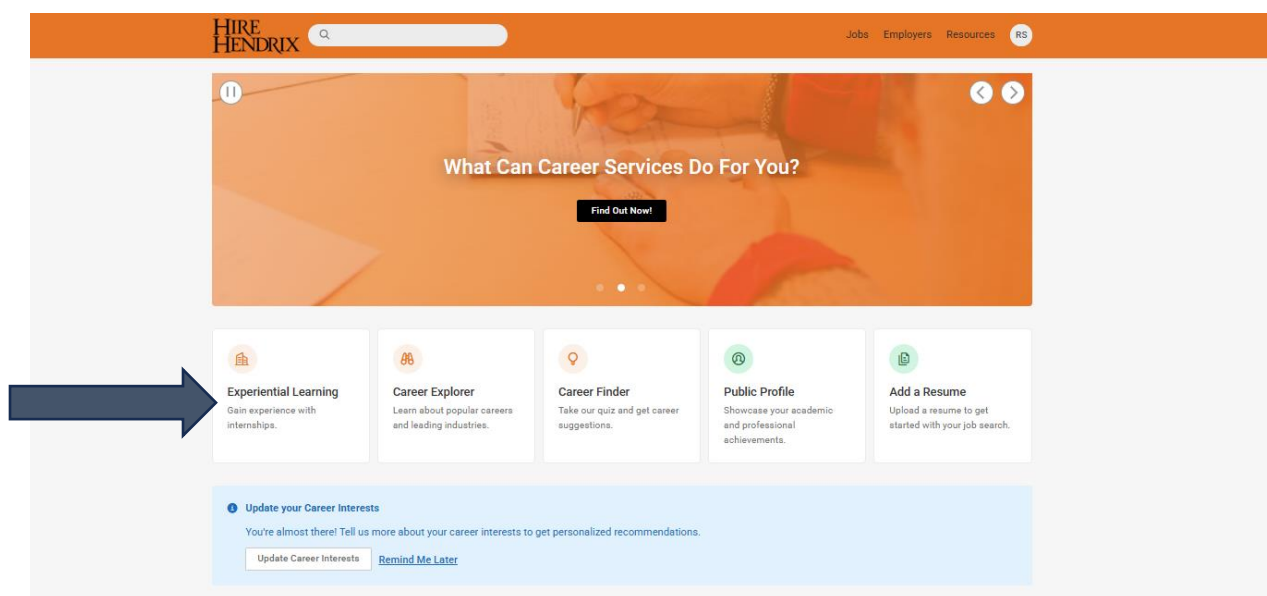
Non-Academic Internship Registration Guide

Step 1:

Log into your HireHendrix account.

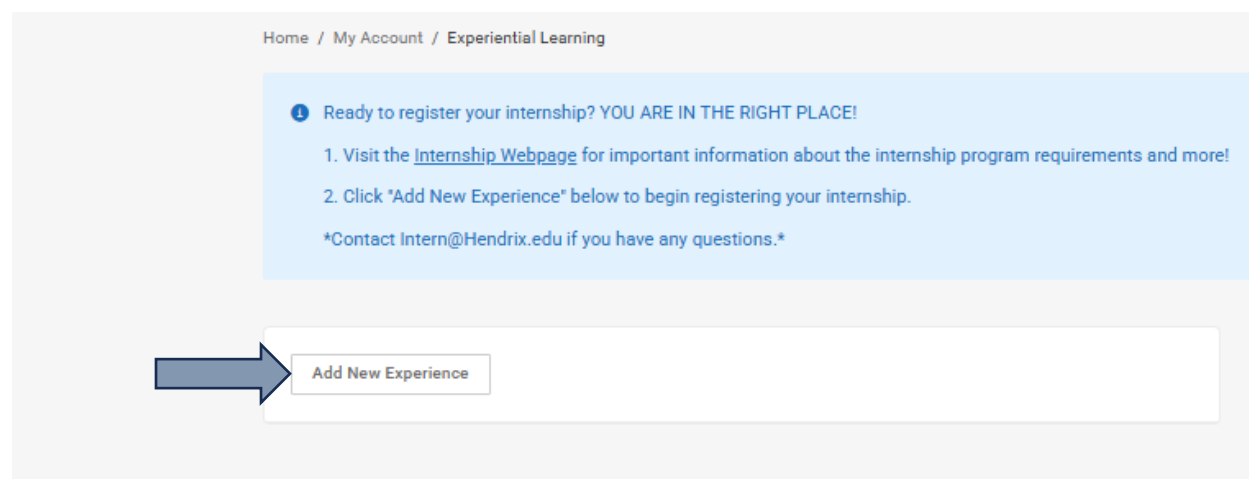
Step 2:

Click the **Experimental Learning** tab on the landing page, which is the first button on the left under the slideshow.



Step 3:

On the next page click **Add New Experience**.



This form will not automatically save. Click “Save as Draft” before pausing your work.

Home / My Account / Experiential Learning / A- Summer 2025 Internshi...

* indicates a required field

Hendrix College Internship Registration Form

Step 4:

Policies and Waiver: Read and Initial each statement

Policies and Waivers

Please initial each of the following to indicate that you have read and understood

Representation of Hendrix College *

During this internship, you are representing not only yourself, but Hendrix College, its students, faculty, staff, and alumni. Your performance and attitude will have implications beyond you and beyond this internship.

TB

Absences *

Your commitment to on-site work for the internship is at the highest level. You should plan your work schedule around your course schedule. You are not permitted to miss class (including the academic internship course) for work at the internship site. Permissible work absences include illness or other serious circumstances; however, needing the time to prepare for other classes or to attend co-curricular activities is not a legitimate excuse for absence. You are responsible for notifying your internship site of

Step 5:

Internship Category: Select “Non-Academic Internship”

Internship Category

In the “Credit Type” field, you will indicate if you are registering a Non-Academic Internship or an Academic Internship. **Consult the [Internship Webpage](#) for more details.** Contact Tricia Burris (burris@hendrix.edu) in Career Services with any questions about the credit type that is most appropriate for your situation.

Credit Type *

Non-Academic Internships do NOT count in your course schedule, though they MAY fulfill a major requirement.

Academic Credit Internships DO count in your course schedule (and are also pre-approved for Odyssey PL credit).

For more details about the specific requirements, please visit the [Internship Webpage](#).

PLEASE INDICATE WHICH DESCRIPTION FITS THIS INTERNSHIP EXPERIENCE:

Non-Academic Internship (Earning Odyssey PL Credit)

Academic Internship (Earning Academic AND Odyssey PL Credit)

Should this internship be counted towards your major or minor? *

If “yes”- please consult with your Academic Advisor and Program/Department chair.

☐ Yes ☐ No

Experiential Learning Type *

Select “Hendrix Official Internship”

Step 6:

Internship Cohort: Select the term in which your internship takes place.

PLEASE INDICATE WHICH DESCRIPTION FITS THIS INTERNSHIP EXPERIENCE:

Internship Cohort *

Indicate when you plan to engage in all or most of your internship experience.

A- Summer 2025 Internship

B- Fall 2025 Internship

C- Spring 2026 Internship

Experiential Learning Type *

Select “Hendrix Official Internship”

Step 7:

Should this internship be counted towards your major or minor? If you have spoken to your academic advisor and the department chair, and they have approved it, select yes.

PLEASE INDICATE WHICH DESCRIPTION FITS THIS INTERNSHIP EXPERIENCE.

Non-Academic Internship (Earning Odyssey PL Credit) ▼

Internship Cohort *

Indicate when you plan to engage in all or most of your internship experience.

A- Summer 2025 Internship ▼

Should this internship be counted towards your major or minor? *

If "yes"- please consult with your Academic Advisor and Program/Department chair.

☐ Yes ☐ No

Experiential Learning Type *

Select "Hendrix Official Internship"

Hendrix Official Internship ▼

Step 8:

Student information: Complete this section next.

STUDENT INFORMATION

Graduation Year *

What year do you expect to graduate?

Major *

What is your major?

Double Major

If you have a second major, please choose appropriate major below.

Minor

If you have a minor, list it below:

International Student *

Are you an international student?

☐ Yes ☐ No

Previous Internship (Y/N) *

Have you previously participated in an official internship through the Office of Career Services?

☐ Yes ☐ No

Step 9:

Internship Site Information: Complete this information about your internship site. We often get questions about the following items in this section:

- **Site Supervisor:** This is typically your “boss” at the internship site. In some cases, this will be the person doing the hiring but not actually providing day-to-day supervision. If this is your situation, please let Tricia Burris (tburris@hendrix.edu) know. She will update records later to include contact information for your direct supervisor.
- **Site Supervisor Email:** When you click “Submit” an email will be sent to this address asking your site supervisor to approve your forms. Please double check that this email address is correct and let your supervisor know to expect this email.

Internship Site Information

Internship Site Name *

Internship Site City *

(or international address)

Internship Site State *

(or international address, continued)

Site Supervisor Name *

Site Supervisor Title *

Site Supervisor Phone *

Site Supervisor Email *

Compensation Type *

Step 10:

Internship Site Agreement: It is mandatory to have 100+ hours for a non-academic internship. Please confirm this information with your site before you submit this form.

Internship Site Agreement

The student intern and site supervisor should consult on these items. The student intern supervisor will review the information provided by the student and make adjustments, a

Intern's Name *

Please enter your first and last name here. This will label this portion of the form for your site supervisor.

Student's Title at the Internship Site

If you are uncertain, "Intern" is always acceptable for the purposes of Hendrix Career Service records.

Start Date *

Please provide an expected start date for this internship experience.

End Date *

Please provide an expected end date for this internship experience.

Proposed Work Schedule *

(general days, hours, etc.)

Estimated Hours On Site *

Please confirm that you will be able to meet the minimum time requirement of 100 hours.

Dress Code *

(give a general description and list any prohibited items. Examples: business casual, no jeans, scrubs provided, etc.)

Step 11:

Project/Internship Description: Write a few sentences about what you will be doing at the internship site. Be specific; your form may be rejected if it's not clear what you will be doing. Remember that shadowing/observation can be a part of your internship, but it cannot be all or most of it. Internships must be "hands-on."

Internship Professional Outcomes: Write a few sentences about what you hope to learn and/or what skills you expect to develop during this internship.

Project/Internship Description *

(projects, responsibilities, objectives to achieve during internship)

Internship Professional Outcomes *

(broader skills, experiences, and personal/professional development to be gained by this work)

Step 12:

After checking **"yes"** below, click **"Submit"** to initiate the approval process.

Student Acknowledgement of Expectations *

I will thoroughly discuss all expectations and descriptions (listed above) with supervisor. I understand that I am responsible for successful completion of all requirements under the guidance and mentorship of this supervisor.

☐ Yes

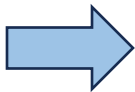
Student Comments

Is there anything else you would like for us to know. *Note: Your site supervisor to see this information.*

Attachment(s)

Add any necessary attachments here.

Add Attachment



Submit

Save As Draft

Delete

Cancel

Print

Step 13: Don't forget to check back regularly until your internship is approved. Your site supervisor **MUST** approve the forms before Career Services can do so. If your site supervisor does not approve them within a few days, please reach out to them and ask if they have questions or need additional information.

Step 14: Did you indicate that this internship should fulfill a major requirement? If so, you must also register for ISHP 499. This is a non-credit bearing course code that allows the Registrar to track the completion of this major requirement. Work with your academic advisor and program/department chair to add this to your schedule during the term that your internship occurs (e.g., if you are doing a summer internship, you should add ISHP 499 to your summer schedule). ISHP 499 does not incur tuition fees.