Summer 2017 Internship Registration

Deadlines
- Standard Summer Registration Period – April 11-May19 (Automatic e-billing)
- Tuition - $650 per credit  https://www.marist.edu/professional-programs/summer-session/tuition
- Late Registration Period – May 20-June 16 (Pay at time of registration)
- Academic Calendar - Summer Term runs May 29 - Aug. 18

Qualifications Needed for a Credit-Bearing Communication Internship
- Earned GPA of 2.5 or above
- Completed 60 or more credits (transfer students with 60+ must have 15 credits at Marist)
- Passed prerequisite course CRDV 100N – Employment Practicum PRIOR to start of the internship.

Internship Sites/Opportunities Must be Pre-Approved by Internship Site
Students are required to meet or consult with the Internship Director to obtain approval for credit-bearing internships. Information needed: Name of internship company/organization, description of intern duties, work schedule (start/end dates, # of hours per week, total # of hours per term)

Ways to contact the Internship Staff:
- To make an appointment, use this link: https://booknow.appointment-plus.com/6ygm5t70/
- Visit the Office at LT 150
- Call 845-575-3655 or, Email the Director at: Gerald.mcnulty@marist.edu

After Approval – Begin Internship Course Registration Process
- Sign into Foxquest - http://marist-scm.symplicity.com/sso/students
- Complete the Learning Contract template, ‘submit’ your form
- Internship Program Staff will review and approve; Intern Employer/Sponsor must also confirm schedule/duties
- Billing questions? Contact the Student Financial Services Office, Donnelly Hall 200, (845) 575-3230.

How to Select the Number of Internship Credits
Students may choose the number of internship credits they wish to seek. Each credit requires working a minimum of 45 hours, along with completion of writing assignments and obtaining a satisfactory Evaluation from the Internship Sponsor (see Syllabus for complete program details) The most popular choice for Summer interns is the “1-credit” internship. This choice allows student to meet employment law requirements and to save on tuition costs. Options are available. Many students opt for a lower number of credits because they do not need extra credits and/or do not wish to pay for more credits than are necessary.

Note: Internship credit registrations CAN NOT be changed later in the summer semester or after the summer semester.

<table>
<thead>
<tr>
<th>Internships Credits/Hours Worked</th>
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<tbody>
<tr>
<td>Course Number</td>
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<tr>
<td>COM 306N / MDIA 360</td>
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<tr>
<td>COM 404N / MDIA 361</td>
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<td>COM 308N / MDIA 362</td>
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*For other credit amounts contact the Internship Director

If Employer/Sponsor Requires Proof Of Credit
If your internship employer/sponsor asks you for “proof of credit” contact the Internship Staff. Bring any employer forms supplied by the sponsor to the Communication & Media Arts Internship Office. Only the Internship Director is authorized to approve credit-bearing internships. Do not bring these forms to your advisor or another faculty member.