

How to Report an Internship for Credit

STEP 1.

Log in to BearTracker through BearPAWS.

Main Menu

Last web access on Apr 27, 2018 at 03:18 pm

[Student Services & Financial Aid](#)

Register, View your academic records and Financial Aid, Education Majors Links, Campus Services, BearTracker

Student & Financial Aid

[BearDeN - Degree Navigator](#)

Student Degree Audit

[Registration](#)

Check your registration status, class schedule and add or drop classes

[Student Records](#)

View your holds and grades; Display your billing statement

[Financial Aid](#)

Apply for Financial Aid, review status and loans

[Education Majors](#)

Education Declaration/Drop, Student Teaching Application and Placements

[BearTracker](#)

Search for on campus jobs, internships, full-time employment, and mentors; report an internship or job

[Campus Resources Report/Excel Download](#)

View/download campus resources report

 Click the link below to leave BearPAWS and automatically sign into **BearTracker**.

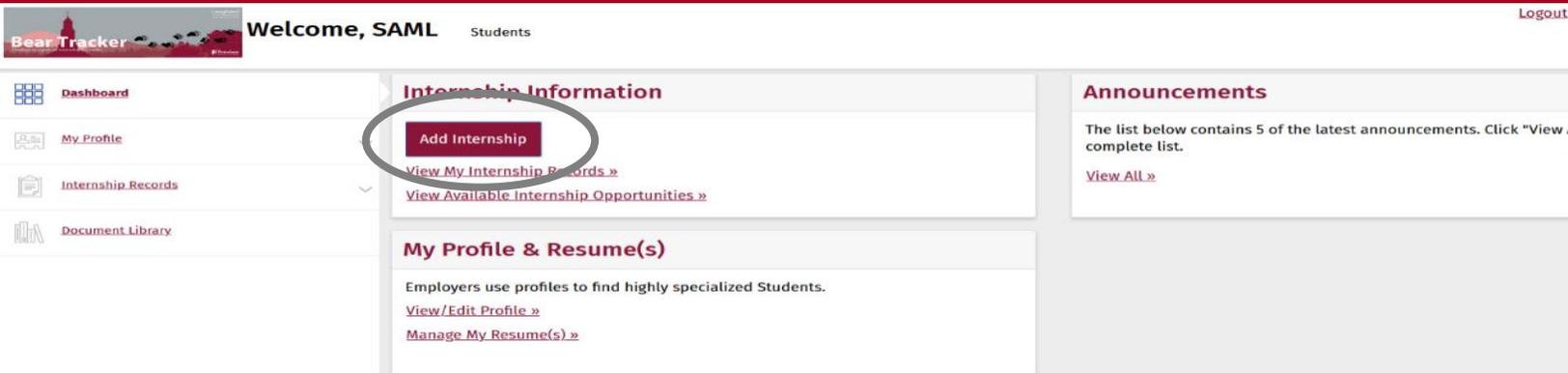
New incoming students will not be able to use BearTracker until 120 days prior to the start of their incoming semester.

When you are finished be sure to **CLOSE THAT BROWSER WINDOW or TAB** or someone else may be able to get to your records.

[Click here to log into BearTracker](#)

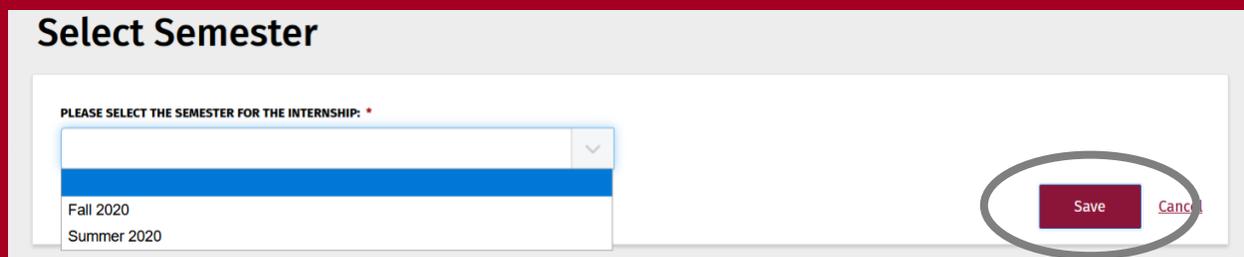
STEP 2. Dashboard

This is the page you should see once you log in.



Click the Add internship button to get started

STEP 3: Select semester

A screenshot of a 'Select Semester' form. The title 'Select Semester' is at the top left. Below it is a label 'PLEASE SELECT THE SEMESTER FOR THE INTERNSHIP: *'. A drop-down menu is open, showing 'Fall 2020' and 'Summer 2020' as options. To the right of the menu are two buttons: a red 'Save' button circled in red, and a 'Cancel' link.

From the drop-down menu, select the semester you will be completing your internship and save.

STEP 4. Select your company

SELECT YOUR COMPANY:
Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

Hospital Find

STARTS WITH CONTAINS

Enter the organization name you will be working with, then click Find.

On the next screen you will see a list of companies.

SELECT YOUR COMPANY:
Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

Hospital Find

STARTS WITH CONTAINS

Canton Potsdam Hospital INDUSTRY: Healthcare	<input checked="" type="radio"/>
Canton-Potsdam Hospital Chemical Dependency INDUSTRY: Healthcare	<input type="radio"/>
Clifton-Fine Hospital/Canton-Potsdam Hospital INDUSTRY: Healthcare	<input type="radio"/>
Rood and Riddle Equine Hospital INDUSTRY: Healthcare	<input type="radio"/>
Spruce Court Hospitalities INDUSTRY: Hotel, Restaurant, Hospitality	<input type="radio"/>
The Foundation of Champlain Valley Physicians Hospital INDUSTRY: Healthcare	<input type="radio"/>

Select / Continue Not Found - Skip Cancel

Select your company from the list, then click Select/Continue.

IF YOUR COMPANY IS NOT LISTED

SELECT YOUR COMPANY:
Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

Hospital Find

STARTS WITH CONTAINS

Canton Potsdam Hospital INDUSTRY: Healthcare	<input type="radio"/>
Canton-Potsdam Hospital Chemical Dependency INDUSTRY: Healthcare	<input type="radio"/>
Clifton-Fine Hospital/Canton-Potsdam Hospital INDUSTRY: Healthcare	<input type="radio"/>
Rood and Riddle Equine Hospital INDUSTRY: Healthcare	<input type="radio"/>
Spruce Court Hospitalities INDUSTRY: Hotel, Restaurant, Hospitality	<input type="radio"/>
The Foundation of Champlain Valley Physicians Hospital INDUSTRY: Healthcare	<input type="radio"/>

Select / Continue Not Found - Skip Cancel



If the company you will be interning with is not listed, click on Not Found-Skip at the bottom of the screen. You will manually add your organization name in your internship information.

BearTracker **Welcome, SAML** Students Logout Help

Dashboard
My Profile
Internship Records
My Internship Records
Document Library

Internship Detail

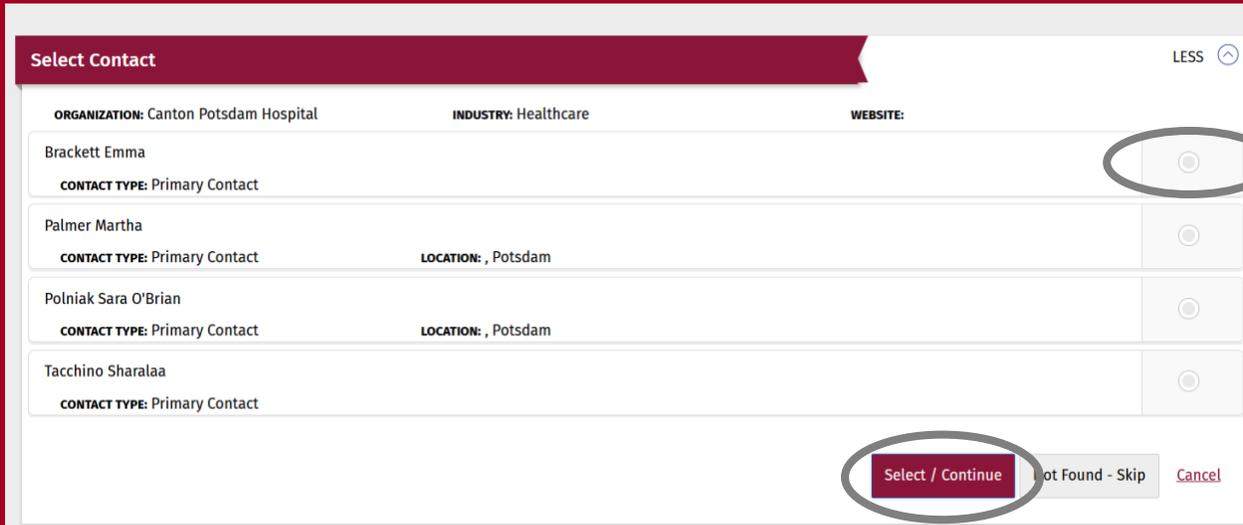
Internship Information

STATUS * Pending	ORGANIZATION NAME * <input type="text"/>
START DATE * <input type="text" value="MM/YY"/>	JOB TITLE * <i>Internship Title at Organization</i> <i>Example: Graphics Arts Intern at SUNY Potsdam Sports Information Department</i> <input type="text"/>
END DATE * <input type="text" value="MM/YY"/>	TOTAL NUMBER OF HOURS TO BE COMPLETED AT THE WORK SITE FOR THE ENTIRE SEMESTER * <input type="text"/>
ESTIMATED NUMBER OF HOURS PER WEEK AT THE WORK SITE FOR THE ENTIRE SEMESTER * <input type="text"/>	PROPOSED DETAILED WEEKLY SCHEDULE FOR THE ENTIRE SEMESTER
SUNDAY * <input type="text"/>	MONDAY * <input type="text"/>

Click 'Save' to commit changes. Save Cancel

STEP 5. Select Contact

Once you select your company, a new window will appear to select your contact/site supervisor.

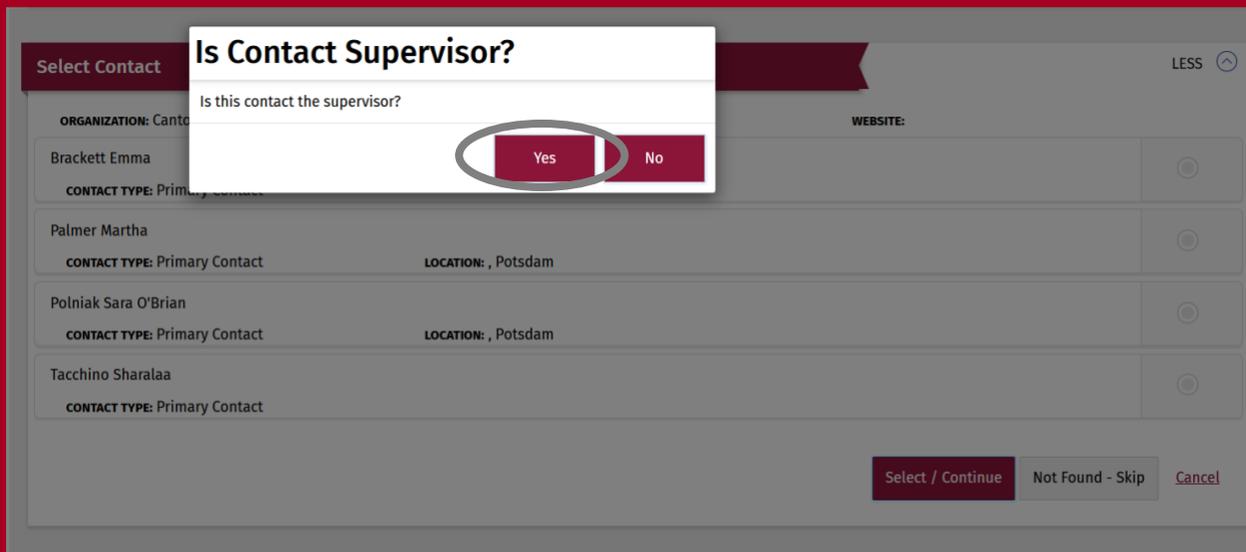


The screenshot shows a 'Select Contact' window with a dark blue header. Below the header, there are fields for 'ORGANIZATION: Canton Potsdam Hospital', 'INDUSTRY: Healthcare', and 'WEBSITE:'. A list of contacts is displayed, each with a radio button for selection. The first contact, 'Brackett Emma', is selected, and its radio button is circled in red. Below the list, there are three buttons: 'Select / Continue' (highlighted with a red circle), 'Not Found - Skip', and 'Cancel'.

CONTACT NAME	CONTACT TYPE	LOCATION	SELECT
Brackett Emma	Primary Contact		<input checked="" type="radio"/>
Palmer Martha	Primary Contact	Potsdam	<input type="radio"/>
Polniak Sara O'Brian	Primary Contact	Potsdam	<input type="radio"/>
Tacchino Sharalaa	Primary Contact		<input type="radio"/>

Select your contact, then click on the Select/Continue button.

You will then be asked if the person you selected is your contact supervisor. If so, please click yes.



The screenshot shows the 'Select Contact' window with a dialog box overlaid. The dialog box is titled 'Is Contact Supervisor?' and contains the question 'Is this contact the supervisor?'. Below the question are two buttons: 'Yes' (highlighted with a red circle) and 'No'.

Is Contact Supervisor?
Is this contact the supervisor?
Yes No

If your contact/site supervisor is not listed

The screenshot shows a 'Select Contact' form with a header bar and a 'LESS' button. Below the header, there are fields for 'ORGANIZATION: Canton Potsdam Hospital', 'INDUSTRY: Healthcare', and 'WEBSITE:'. A list of contacts is displayed, each with a radio button for selection. The contacts listed are: Brackett Emma (CONTACT TYPE: Primary Contact), Palmer Martha (CONTACT TYPE: Primary Contact, LOCATION: , Potsdam), Polniak Sara O'Brian (CONTACT TYPE: Primary Contact, LOCATION: , Potsdam), and Tacchino Sharalaa (CONTACT TYPE: Primary Contact). At the bottom of the form, there are three buttons: 'Select / Continue', 'Not Found - Skip' (circled in red), and 'Cancel'. A large black arrow points from the list of contacts down to the 'Not Found - Skip' button.

If your contact is not listed, please click on the Not Found-Skip button at the bottom of the page.

You will manually add the contact information when you fill out your internship information.

The screenshot shows the 'Internship Detail' form. The header includes 'Welcome, SAML' and 'Students' with 'Logout' and 'Help' links. The left sidebar contains navigation options: 'Dashboard', 'My Profile', 'Internship Records', 'My Internship Records', and 'Document Library'. The main form area is titled 'Internship Information' and contains the following fields: 'STATUS' (Pending), 'START DATE' (M/d/yyyy), 'END DATE' (M/d/yyyy), 'ESTIMATED NUMBER OF HOURS PER WEEK AT THE WORK SITE FOR THE ENTIRE SEMESTER', 'SUNDAY', 'MONDAY', 'ORGANIZATION NAME' (Canton Potsdam Hospital), 'JOB TITLE' (with an example: 'Graphics Arts Intern at SUNY Potsdam Sports Information Department'), 'TOTAL NUMBER OF HOURS TO BE COMPLETED AT THE WORK SITE FOR THE ENTIRE SEMESTER', and 'PROPOSED DETAILED WEEKLY SCHEDULE FOR THE ENTIRE SEMESTER'. At the bottom right, there are 'Save' and 'Cancel' buttons, with a note: 'Click 'Save' to commit changes.'

Internship Information

Internship Detail

Internship Information

STATUS
Pending

ORGANIZATION NAME
Canton Potsdam Hospital

START DATE *

JOB TITLE *
Internship Title at Organization
Example: Graphics Arts Intern at SUNY Potsdam Sports Information Department

END DATE *

TOTAL NUMBER OF HOURS TO BE COMPLETED AT THE WORK SITE FOR THE ENTIRE SEMESTER *

ESTIMATED NUMBER OF HOURS PER WEEK AT THE WORK SITE FOR THE ENTIRE SEMESTER *

PROPOSED DETAILED WEEKLY SCHEDULE FOR THE ENTIRE SEMESTER

SUNDAY *

MONDAY *

TUESDAY *

WEDNESDAY *

Click 'Save' to commit changes.

You will now be able to enter the details of your internship

STEP 6. Start/End Date

Internship Information

STATUS
Pending

START DATE *

END DATE *

ESTIMATED NUMBER OF HOURS PER WEEK AT THE WORK SITE FOR THE ENTIRE SEMESTER *

TUESDAY *

Internship Information

STATUS
Pending

START DATE *

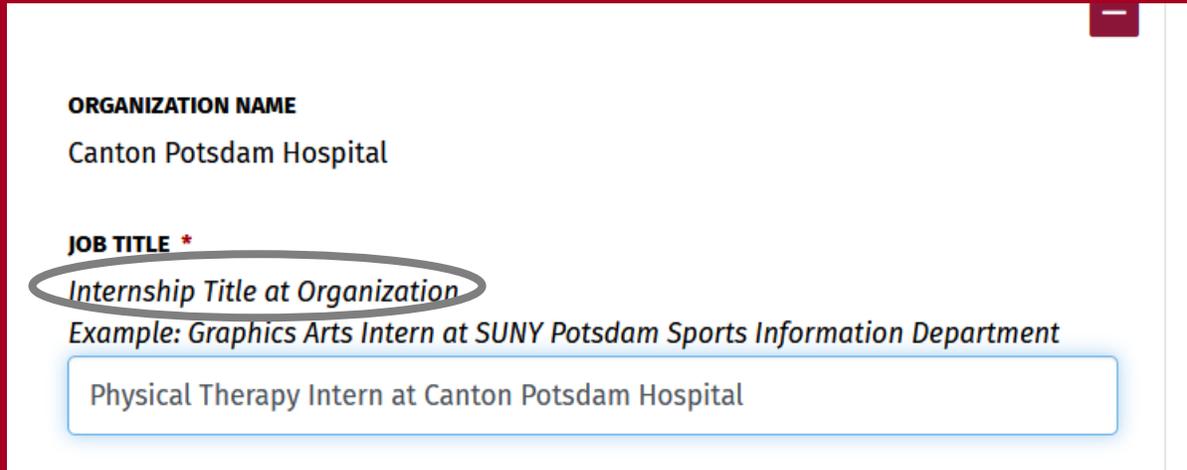
END DATE *

ESTIMATED NUMBER OF HOURS PER WEEK AT THE WORK SITE FOR THE ENTIRE SEMESTER *

TUESDAY *

Select your internship start and end date.

STEP 7. Job Title



The screenshot shows a form with two main sections. The first section is labeled "ORGANIZATION NAME" and contains the text "Canton Potsdam Hospital". The second section is labeled "JOB TITLE *" and contains the text "Internship Title at Organization", which is circled in red. Below this is an example: "Example: Graphics Arts Intern at SUNY Potsdam Sports Information Department". At the bottom, there is a text input field containing "Physical Therapy Intern at Canton Potsdam Hospital".

When entering your job title, be sure to add “at (organization name)” like seen above.

STEP 8. Hours

How many hours do I have to work for credit?

Fall or Spring

1 credit = 40 contact hours (on site) plus assigned academic assignments

3 credits = 120 hours/15 weeks = 8 hours/week

6 credits = 240 hours/15 weeks = 16 hours/week

9 credits = 360 hours/15 weeks = 25 hours/week

12 credits = 480 hours/15 weeks = 32 hours/week

Summer

1 credit = 40 contact hours (on site) plus assigned academic assignments

3 credits = 120 hours/12 weeks = 10 hours/week

6 credits = 240 hours/12 weeks = 20 hours/week

9 credits = 360 hours/12 weeks = 30 hours/week

12 credits = 480 hours/12 weeks = 40 hours/week

END DATE * 6/26/2020	TOTAL NUMBER OF HOURS TO BE COMPLETED AT THE WORK SITE FOR THE ENTIRE SEMESTER * 120
ESTIMATED NUMBER OF HOURS PER WEEK AT THE WORK SITE FOR THE ENTIRE SEMESTER * 10	PROPOSED DETAILED WEEKLY SCHEDULE FOR THE ENTIRE SEMESTER
SUNDAY * 0	MONDAY * 2-4pm
TUESDAY * 2-4pm	WEDNESDAY * 2-4pm
THURSDAY * 2-4pm	FRIDAY * 2-4pm
SATURDAY * 0	SALARY * Type zero (0) if unpaid. If paid, type in your compensated salary. 0
PAY PER PERIOD * - Select -	

Enter the total number of hours to be completed for the entire semester, hours you will be completing each day and pay per period.

STEP 9. Work Information

Work Information

SUPERVISOR FIRST NAME * Emma	SUPERVISOR LAST NAME * Jacobs
SUPERVISOR'S TITLE Human Resources Director	ADDRESS LINE 1 * 123 High St
ADDRESS LINE 2 Suite 5	CITY * Potsdam
STATE * NY	POSTAL CODE * 13676
COUNTRY United States	PHONE * 315-214-5987
FAX	SUPERVISOR EMAIL * ejones@ddap.org

Fill in the supervisor's name, supervisors work address, phone number, and email. Be sure the email address is correct; this is how they will approve your internship and complete mid semester and final evaluations.

INTERNSHIP SITE LOCATION *
[Clear All](#)
 ON SUNY POTSDAM'S CAMPUS
 OFF SUNY POTSDAM'S CAMPUS

Be sure to indicate whether your internship is on or off campus

STEP 10. Internship Proposal

You can use the PDF Internship Proposal form on the EEO website and copy and paste your information here!

Internship Proposal

DETAILED INTERNSHIP JOB DESCRIPTION *

Provide a proposed detailed job description indicating what you will be doing for your internship. Provide all tasks, projects, assignments and duties that your site supervisor will be asking you to do during your internship. *****Keep in mind the 70/30 rule: 70% of your job duties should include new skills you will be learning and 30% can be general duties that you might already know!*****

I will assist in scheduling events necessary for the successful completion of a fully remote presentation, help draft documents and emails that will be sent to potential speakers and circulated throughout the teams, help with front of house activities on the day-of such as ticketing or creating sign in sheets, and coordinate with other teams as well as both site supervisors to ensure clear communication throughout the process.

SITE SUPERVISOR - NAME *

Toby White

MENTORING AND INTERNSHIP SITE SUPERVISOR *

Describe when and how long you will meet with your site supervisor each week to discuss your progress and receive feedback from your site supervisor: (It is recommended that each intern schedule at least a 1/2 hour meeting with their supervisor each week.)

I will meet with my site supervisor at least once a week, once on Monday and once on Friday to check the progress being made, as well as a 1 on 1 Zoom meeting once a week.

DESCRIBE WHEN AND HOW YOU WILL BE TRAINED FOR YOUR INTERNSHIP *

Most of the training I need is already complete as I was able to use my experiences from my practicum when I was also on the events team. Any further training I need will be very specific and worked through with my site supervisor during the summer so that I can be fully prepared for when we start in the fall.

MARKETABLE SKILLS *

Describe in detail what new marketable skills you will obtain after you complete this internship. Describe any new technical or soft-skills you will develop in completing this internship.

HINT: THESE WILL BE THE SKILLS YOU WILL HIGHLIGHT ON YOUR RESUME!

This internship will help me develop a number of marketable skills, including but not limited to: Communication skills both in person and over email, technological skills in both video and audio, organizational skills both with resources and time management, and administrative skills.

HOW THIS INTERNSHIP RELATES TO MY MAJOR/CAREER FIELD *

Describe in detail how your internship relates to your academic major/or our desired career field.

want my career to be in Arts Management of some kind and I have the unique opportunity for my internship to be the same as my practicum and I felt my practicum related very well to the career I want to have and more exposure to those types of experiences will only be beneficial to me.

DESCRIBE WHY YOU CHOSE THIS INTERNSHIP AND HOW IT WILL ENHANCE YOUR ACADEMIC PROGRAM HERE AT SUNY POTSDAM *

I was so excited about all the work I had done in preparation of the event last semester and I want to see that hard work culminate into a presentation I can say I was proud to be a part of. By continuing to put work into this project it can only make the quality better and this type of dedication is something that will propel me forward in academic progress.

STEP 11. Career Readiness Competencies

Every student is required to fill out the first 4 career competencies!

You can use the PDF Internship Proposal form on the EEO website and copy and paste your information here.

Career Readiness Competencies - Instruction

CAREER READINESS COMPETENCIES - INSTRUCTION

Below are 8 career readiness competencies adapted from the National Association of College & Employers (NACE). Under each career readiness competency and the definition, describe how our internship will help you achieve each career readiness competency during your time at your internship. Please be specific when you are describing how you will obtain each career readiness competency!

EVERY STUDENT IS REQUIRED TO FILL OUT THE FIRST 4 CAREER COMPETENCIES!

If your internship can help you achieve the last 4 career competencies, please fill them out.

*****Please keep in mind that you will be evaluated on these career readiness competencies in your final student evaluation at the end of the semester when your internship is completed*****

1. CRITICAL THINKING/PROBLEM SOLVING *

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Communication is always very important, but there are times when no matter how much you've planned, things aren't going the way you'd like them to. In these moments, it's important to be adaptable and to use problem solving skills in real time. I'm excited to use the experiences I will get to put those skills to the test.

Describe how your internship will help you achieve each career readiness competency during your time at your internship. Please be specific when you are describing how you will obtain each career readiness competency!

2. ORAL/WRITTEN COMMUNICATION *

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

his is something I improved upon greatly in my practicum and I hope to continue to develop these skills throughout the next several months, there will be lots of opportunities to do so.

4. CAREER MANAGEMENT *

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

I want a career in arts management and that is what this project directly relates to. I want the practical hands-on experience of putting on a live event like this one.

6. DIGITAL TECHNOLOGY

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

This is an area I wasn't as exposed to as I would've liked to be, I'm hoping that throughout this internship I can get a little more insight in to the technological workings of the event.

8. GLOBAL/INTERCULTURAL FLUENCY

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

My global/ intercultural fluency will improve during this internship by having to send out emails and communicate with people from all over the world.

3. PROFESSIONALISM/WORK ETHIC *

Demonstrate personal accountability and effective work habits, e.g. punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

This internship will sharpen my organizational skills by keeping me to a set schedule when I need to do my work, and I'll also have to get certain tasks done by specific deadlines, this internship will help me learn how to manage my time and resources the most effectively I can.

5. TEAMWORK/COLLABORATION

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

One of my favorite parts of doing this event last semester was the team I was on. We were always on top of all our tasks, and we worked very cohesively together. I hope I can have just as amazing of a team this time around. I like working in groups and this experience provides plenty of opportunity for it.

7. LEADERSHIP

Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

I hope to elevate my leadership skills through this internship, I'm hoping there will be opportunities for me to do so. I was a great team player last semester but never had any leadership responsibility. This is the area I hope most to improve upon and get more exposure to.

If your internship can help you achieve the last 4 career competencies, please fill them out.

STEP 12. Internship Academic Information

In this step you will enter the information about the academic component you and your faculty sponsor have agreed upon.

Internship Academic Information

COURSE/INTERNSHIP TITLE	COURSE NUMBER
<input type="text" value="Music Business Internship"/>	<input type="text" value="MUAI 422"/>
NUMBER OF CREDITS *	CRN NUMBER
<input type="text" value="12"/>	<input type="text"/>
NON-LIBERAL ARTS CREDIT	NUMBER GRADE
<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
S/U GRADE	FACULTY SPONSOR NAME *
<input type="text" value="No"/>	<input type="text" value="Marc Ernesti"/>
FACULTY SPONSOR EMAIL *	CONTACT DATES TO MEET WITH FACULTY SPONSOR
<input type="text" value="ernestm@potdam.edu"/>	<input type="text"/>
ACADEMIC INTERNSHIP SYLLABUS *	
<i>Upload Word or PDF Document</i>	
<input type="text" value="File Title"/>	<input type="text" value="- Select -"/>

Course/Internship Title and Course Number: You and your faculty sponsor will determine what you would like to call your internship. Also, check to see if they have a specific course number they would like you to use.

Credits will determine, or be set by, the number of contact hours you will complete while at the internship. (See step 8)

Academic Internship Syllabus: You will get this from your faculty sponsor

STEP 13. Teaching Assistant Information

If you are a teaching assistant click yes and you will be directed to fill out an additional section (STEP 13A)

If you are not a teaching assistant, click no and you will be directed to the Student Intern Additional Information (STEP 14).

Teaching Assistant Information

ARE YOU AN UNDERGRADUATE TEACHING ASSISTANT *

You must fill out this additional section if you're a Teaching Assistant.

Under normal circumstances, credit hours for a UTA's work activities - such as attending class, meeting with the instructor, meeting with the students, preparation, and other course activities - are as follows:

1 Credit = 3 hours per week = 40 hours/semester

2 Credits = 6 hours per week = 80 hours/semester

3 Credits = 9 hours per week = 120 hours/semester

Each UTA must meet with their faculty member teaching the course and answer the following 6 questions:

YES NO

STEP 13A. TEACHING ASSISTANT

If you are interning as a teaching assistant, you must fill out this additional section below.

Teaching Assistant Information

ARE YOU AN UNDERGRADUATE TEACHING ASSISTANT *

You must fill out this additional section if you're a Teaching Assistant.

Under normal circumstances, credit hours for a UTA's work activities - such as attending class, meeting with the instructor, meeting with the students, preparation, and other course activities - are as follows:

1 Credit = 3 hours per week = 40 hours/semester

2 Credits = 6 hours per week = 80 hours/semester

3 Credits = 9 hours per week = 120 hours/semester

Each UTA must meet with their faculty member teaching the course and answer the following 6 questions:

YES NO

HOW WILL AN UNDERGRADUATE TEACHING ASSISTANT (UTA) BE OF USE TO THE FACULTY MEMBER TEACHING THE COURSE AND THE STUDENTS ENROLLED IN THE COURSE? **

COURSE NUMBER/NAME **

DESCRIBE THE TEACHING ASSISTANT **

HAS YOUR FACULTY MEMBER TEACHING THE COURSE COMMUNICATED THE EXPECTATIONS AND RESPONSIBILITIES OF AN UNDERGRADUATE TEACHING ASSISTANT (UTA) BOTH VERBALLY AND WITH A LEARNING CONTRACT/SYLLABUS? **

YES NO

HAVE YOU AND YOUR FACULTY MEMBER BOTH READ, AND FULLY UNDERSTAND THE SCHOOL OF ARTS & SCIENCES UNDERGRADUATE TEACHING ASSISTANT POLICY? **

Click link to review policy: <https://www.potsdam.edu/sites/default/files/UTAPolicy.pdf>

YES NO

HAS YOUR FACULTY MEMBER TEACHING THE COURSE DISCUSSED PROFESSIONALISM, ETHICAL BEHAVIOR, ACADEMIC INTEGRITY, AND OTHER ISSUES OF RESPONSIBILITY? **

The undergraduate teaching assistant will be required to sign a statement related to FERPA rules)

YES NO

ATTACH A SYLLABUS, INCLUSIVE OF THE FOLLOWING INFORMATION

Upload Syllabus above in the required Syllabus Upload Field

* Number of credits to be earned. * Average number of hours per week expected to work on this course. * Detail this through inclusion of the following: * Schedule for regular meetings with instructor and teaching assistant * Schedule of regular class sessions at which the teaching assistant is required to attend. * Schedule of outside-of-class meetings with students the teaching assistant is required to attend (if applicable) * Schedule for the teaching assistant's outside-of-class preparation work: * The number of hours expected per week should coincide with the number of credit hours being earned by the teaching assistant. * Student learning outcomes for the teaching assistant. * Teaching assistant's role in helping students with assignments. * Grading scale, indicating the weight of each component, such as in-class participation, teaching assignments, outside-of-class tutoring, professionalism, etc. * A statement that confidentiality must be maintained regarding students with whom teaching assistants work. * Attendance policy for teaching assistant.

STEP 14. Student Intern Additional Information

Be sure to fill out your student information as it is shown above.

Email: please use your potdam.edu email address.

Once you have finished click save and submit your internship for approval.

If you have missed anything or typed it incorrectly you will be able to make the necessary changes before submitting it again. The changes that will need to be made will be marked in red like shown below.

Work Information

SUPERVISOR FIRST NAME *

SUPERVISOR LAST NAME *

SUPERVISOR'S TITLE

ADDRESS LINE 1 *

ADDRESS LINE 2

CITY * ! Please fill in this field

STATE * ! Please fill in this field

POSTAL CODE *

COUNTRY ! Please fill in this field

PHONE * ! Please fill in this field

FAX

SUPERVISOR EMAIL * ! Please fill in this field

Once you have submitted your internship the following screen will appear

Welcome, Students Logout Help

Dashboard My Profile Internship Records My Internship Records Document Library Report Employment

My Internship Records > View Internship Edit Internship Approval Workflow

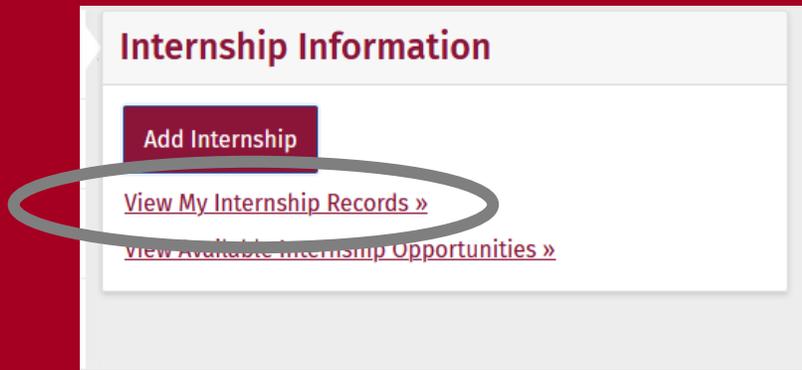
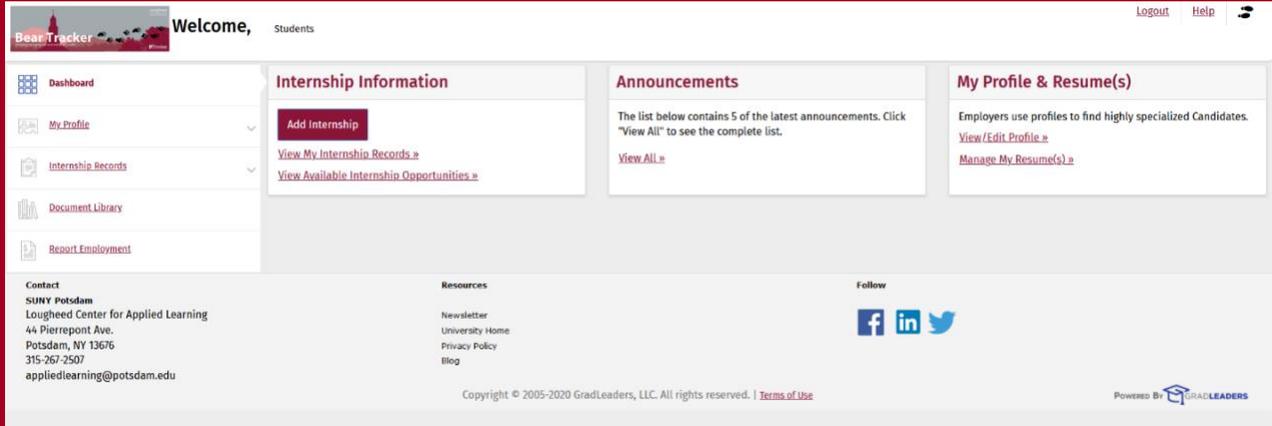
Fall 2020

ORGANIZATION: Canton Potsdam Hospital
JOB TITLE: TEST INTERNSHIP

Internship Information

STATUS Pending	ORGANIZATION NAME Canton Potsdam Hospital	START DATE 6/22/2020
JOB TITLE TEST INTERNSHIP	END DATE 6/26/2020	TOTAL NUMBER OF HOURS TO BE COMPLETED AT THE WORK SITE FOR THE ENTIRE SEMESTER 240
ESTIMATED NUMBER OF HOURS PER WEEK AT THE WORK SITE FOR THE ENTIRE SEMESTER 25	PROPOSED DETAILED WEEKLY SCHEDULE FOR THE ENTIRE SEMESTER	
MONDAY 1	TUESDAY 1	WEDNESDAY 1
THURSDAY 1	FRIDAY 1	SATURDAY 1
SALARY 0	PAY PER PERIOD Unpaid	

You will be able to check the status of your internship from the main dashboard screen by clicking on [View My Internship Records](#) then by clicking on the binoculars on the following page in your internship records.



If you have any questions at all during this process, please use
the contact information below:

eeo@potdam.edu