

HOW TO SUBMIT AN INTERNSHIP APPLICATION VIA COLLEGE CENTRAL NETWORK *FOR STUDENTS*

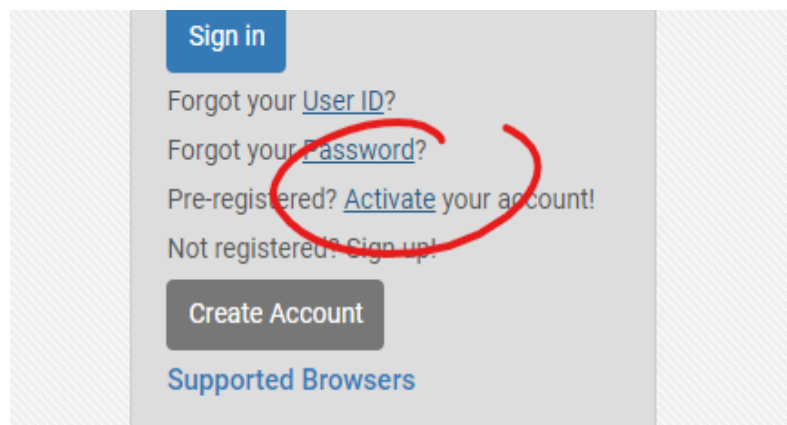
The internship process at Thiel College is becoming digital through College Central Network. Below you will find instructions on how to submit an internship application. If you have any questions, reach out to an ACE fellow at the Career Kiosk, or contact Clarissa Arbuckle at carbuckle@thiel.edu.

STEP ONE: Create a College Central Network Account

1. Go to: www.collegecentral.com/thiel
2. Click Students
3. Click **Activate**
4. Enter **Student ID** and **email**

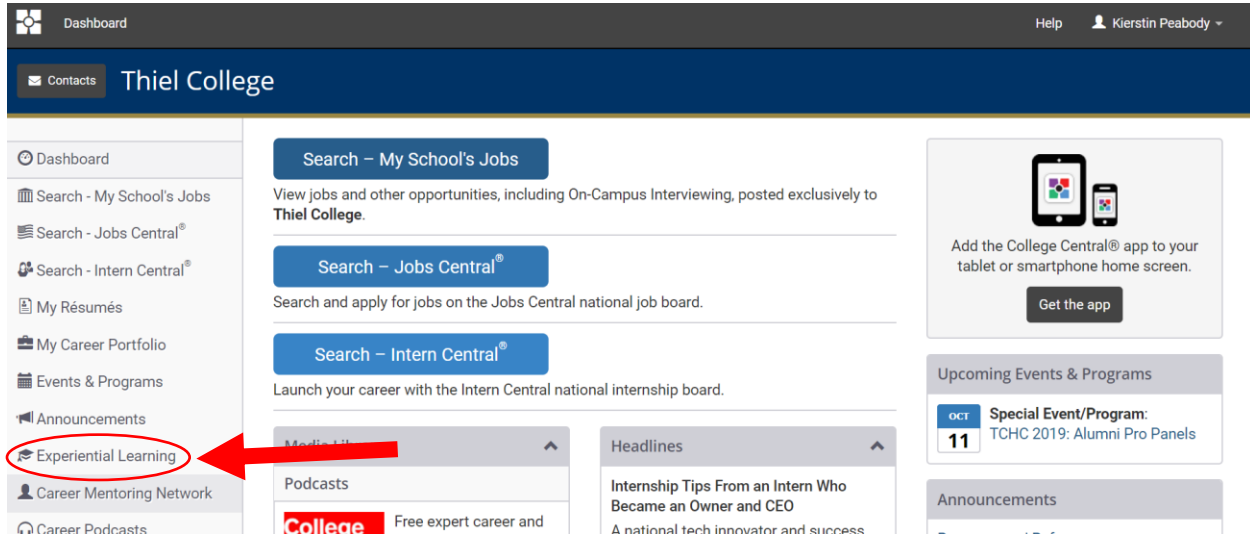
***NOTE: Email may be your Thiel email or a personal email

5. Choose a **Password**
6. Complete **Registration Information**
7. Click **Save Changes**



STEP TWO: Navigate to “Experiential Learning”

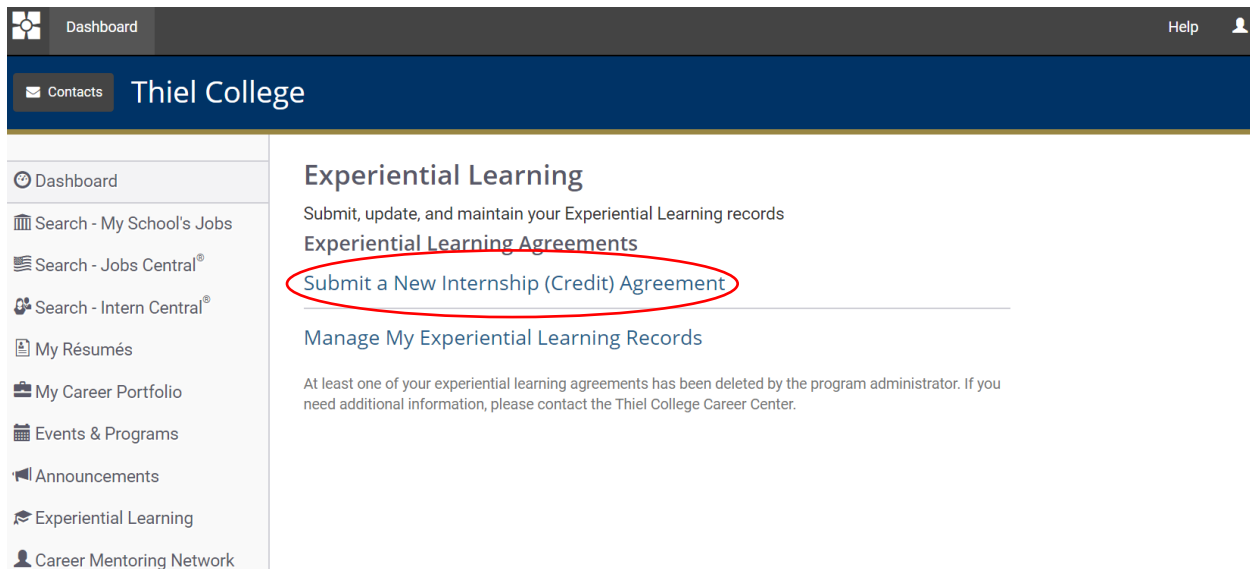
Once you have created an account and logged in, you will be brought to your home page or “dashboard”. Your screen will look like the one below. In the left-hand side of the screen you will see a column of tools. Here you will click “Experiential Learning” and you will be directed to the internship page.



The screenshot shows the Thiel College dashboard. The top navigation bar includes 'Dashboard', 'Help', and the user name 'Kierstin Peabody'. Below this is a dark blue header with 'Contacts' and 'Thiel College'. The left sidebar contains a list of navigation items: Dashboard, Search - My School's Jobs, Search - Jobs Central®, Search - Intern Central®, My Résumés, My Career Portfolio, Events & Programs, Announcements, **Experiential Learning** (circled in red with a red arrow pointing to it), Career Mentoring Network, and Career Podcasts. The main content area features three search buttons: 'Search - My School's Jobs', 'Search - Jobs Central®', and 'Search - Intern Central®'. Below these are sections for 'Podcasts' and 'Headlines'. On the right side, there is a promotional banner for the 'College Central®' app, a section for 'Upcoming Events & Programs' featuring a 'Special Event/Program' on October 11th, and an 'Announcements' section.

STEP THREE: Choose Internship Credit Agreement

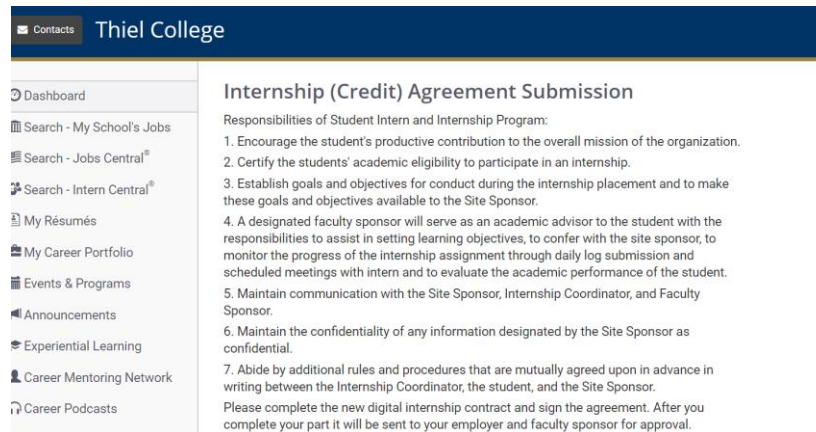
Once you click the “Experiential Learning” tool, you will be brought to this page. Next, click “Submit a New Internship (Credit) Agreement”.



The screenshot shows the 'Experiential Learning' page. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same, but 'Experiential Learning' is now selected and highlighted. The main content area has a title 'Experiential Learning' and a subtitle 'Submit, update, and maintain your Experiential Learning records'. Below this, there are two main sections: 'Experiential Learning Agreements' and 'Manage My Experiential Learning Records'. The 'Experiential Learning Agreements' section has a link 'Submit a New Internship (Credit) Agreement' circled in red. The 'Manage My Experiential Learning Records' section includes a note: 'At least one of your experiential learning agreements has been deleted by the program administrator. If you need additional information, please contact the Thiel College Career Center.'

STEP FOUR: Read guidelines for internship

After selecting “Submit a New Internship (Credit) Agreement” you will be brought to the rules and guidelines of an internship. Make sure to read these guidelines thoroughly before submitting an internship application.



Thiel College

- Dashboard
- Search - My School's Jobs
- Search - Jobs Central®
- Search - Intern Central®
- My Résumés
- My Career Portfolio
- Events & Programs
- Announcements
- Experiential Learning
- Career Mentoring Network
- Career Podcasts

Internship (Credit) Agreement Submission

Responsibilities of Student Intern and Internship Program:

1. Encourage the student's productive contribution to the overall mission of the organization.
2. Certify the students' academic eligibility to participate in an internship.
3. Establish goals and objectives for conduct during the internship placement and to make these goals and objectives available to the Site Sponsor.
4. A designated faculty sponsor will serve as an academic advisor to the student with the responsibilities to assist in setting learning objectives, to confer with the site sponsor, to monitor the progress of the internship assignment through daily log submission and scheduled meetings with intern and to evaluate the academic performance of the student.
5. Maintain communication with the Site Sponsor, Internship Coordinator, and Faculty Sponsor.
6. Maintain the confidentiality of any information designated by the Site Sponsor as confidential.
7. Abide by additional rules and procedures that are mutually agreed upon in advance in writing between the Internship Coordinator, the student, and the Site Sponsor.

Please complete the new digital internship contract and sign the agreement. After you complete your part it will be sent to your employer and faculty sponsor for approval.

STEP FIVE: Complete the Application

After reading the guidelines, scroll below to find the application. It should look like the screen underneath. Once you are here, you can complete the application. Make sure to fill in all of the required fields.

Please complete the form below. Fields marked with an * are required.

Semester*

Year*

Major*

Status:*

Company Name*

Job Title*

STEP SIX: Sign & Submit your Application

Once you have completed the whole application you will be asked to sign electronically. Once you have signed and dated the application, you may submit it! Once submitted, it will be sent to the Career Center office for approval and then onto your employer and faculty sponsor. You will receive email updates as each supervising office approves your application. After you submit your application, you will not have to do anything further unless your application is denied. At the point, you will be contacted by the Career Center and we will help you to resubmit to get approval.

I hereby certify that I agree to the terms outlined in this agreement and that all of the information entered is accurate.

Agreement Terms*

I agree
 I do not agree

Please sign below. I understand that a typed version of my name is being accepted in place of original signature.

Student Signature*

Today's Date*

(Format: mm/dd/yyyy)

[Submit Experiential Learning Agreement](#)