



Academic Internship Program *Online Registration*

Students

Submitting Your Learning Contract for Approval

Who is Eligible for an Academic Internship?

The academic internship program is open to students who:

- Have completed at least 30 units of credit prior (earned at Purchase or transferred in) to the start of their internship experience (i.e. Sophomores, Juniors, and Seniors).
- Have not exceeded 12 credits worth of previous internship credit.
- Are in good academic standing.

Secure an Internship

- ❑ Start your internship search the semester before! Discuss your internship plans with your Academic Advisor.
- ❑ Make an appointment with a Career Counselor to help you get started with your internship search!
 - Search Tips and Strategies
 - Resume/Cover Letter
 - Interview Tips/Practice
- ❑ Once you have been offered and accepted an internship you can secure a faculty sponsor and submit your on-line Learning Contract.

View our [Internship Resources & Guidelines](#) for more information and start your search on [Purchase JobScore](#) for internship opportunities!

Secure a Faculty Sponsor

Students need to secure a Faculty Sponsor before submitting an Internship Learning Contract!

- ❑ The Faculty Sponsor oversees the academic (credit based) component of the internship and will assign a meaningful academic project as a component to the internship experience, upon which they will assign a grade.
- ❑ Students should seek out faculty who are knowledgeable in a discipline related to their internship area.
- ❑ For students who have declared a major, it is best to start with your Academic Advisor to see if they can act as your Faculty Sponsor, or recommend another faculty member.

Submitting Your Online Learning Contract

Log into [Purchase JobScore](#). If you forgot your password, select “*Forgot Password?*” to set a new one. If don’t have an existing account, select “*Register here*”

The Career Development Center is proud to offer our online job search database to provide job and internship listings exclusively for Purchase College students and alumni.



First Year & Transfer students, admitted for the fall, are imported into Purchase JobScore each summer using their Purchase email. Use “*Forgot Password?*” to see if you already have an existing account.

New to Purchase JobScore? Register here (STUDENTS ONLY)
Log into Purchase JobScore Here (STUDENTS/ALUMNI ONLY)
Forgot Password?

Once logged in, select **Academic Internship Program** under **Shortcuts**

A user profile card for "Test Student", a Sophomore in Anthropology, with a 60% profile completion rate. It includes a profile picture and a graduation date of Aug 2018.

- 4 Applications Submitted
- 2 Favorite Jobs
- 3 Employers Followed

career.development@purchase.edu
Resume last updated Apr 2011

Upcoming Events

A card for an upcoming event titled "CAREERS IN HEALTH CARE" with a date of 12/2, 12:30-1:30. The event is about career and school options in health care.

Shortcuts

- Academic Internship Program
- Request a Counseling Appointment
- View Career Counseling Appointments
- Employer Visits & Fairs
- Workshops & CDC Events
- Career Explorer
- Career Finder
- Find us on Facebook
- Join the CDC LinkedIn Group

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News Feed

Purchase College, SUNY has made an announcement
Welcome
Welcome to **Purchase JobScore!** Questions? Please view the hints on each page or visit our **Purchase JobScore Student FAQs**. If you need assistance please let us know.

Purchase College, SUNY has made an announcement
Take your Purchase JobScore search on-the-go!
Download the **Careers by Symplivity** app for your iPhone or Android device!



Submitting Your Online Learning Contract

profile



This section is where you will submit an Academic Learning Contract for approval for a credit bearing internship, where you will evaluate your internship, & where all credit bearing internships will be listed.

- Select the "Add New" button to submit a new Internship Learning Contract.
- Select "Review/Edit" next to the internship you wish to view or edit.
- Select "Self Evaluation" to evaluate your performance/learning at your internship at the completion of the internship
- Select "Site Evaluation" to evaluate your internship site at the completion of the internship.

NOTE: Internships are pending until approved by Career Development, your Internship Site Supervisor and your Faculty Sponsor. You will receive an email notification once all approvals have been submitted.

For more information, including credits/hours, please view our [Internship Guidelines](#).

PERSONAL

ACADEMIC

PRIVACY

ACADEMIC INTERNSHIP PROGRAM

PASSWORD/PREFERENCES

SOCIAL MEDIA

Items 1-3 of 3 Experiences

SORT BY:

Sprocket Developer Intern - TEST JOB (archived)
Spacely Sprockets

Approved



Purchase College - Career Development Center

Pending



Sprocket Developer Intern - TEST JOB (archived)
Spacely Sprockets

Approved



NOTE: Your Learning Contract is **PENDING** until approved by the **CDC**, your **Internship Site Supervisor** and **Faculty Sponsor**

Select "**Add New**" to add a new **Internship Learning Contract**

ADD NEW

Submitting Your Online Learning Contract

Complete the required information to submit your **Learning Contract** for approval.



Faculty Sponsor Information

Faculty Sponsor *

Please indicate the faculty member who has agreed to be your Faculty Sponsor for the internship and will assign an academic component to the internship experience. Students s

Faculty Sponsor Board of Study (Major Department)

Faculty Sponsor Email *

Student Agreement Signature *

Attachment(s)

ADD ATTACHMENT

Academic Internships: Basic Information

Date *

Purchase ID Number: *

Please include the ID# that is on your Purchase College ID

Number of Total College Credits Completed *

Students must have completed 30 credits in total (earned at Purchase College or transferred in) to register for an internship for academic credit.

Internship Credit Completed *

Please indicate how many (if any) credits of internship you have already completed at Purchase College. Please note that the maxim total internship credits that can be completed while at Purchase is 12 credits.

Are you an international student? *

If you are an international student you will need to get approval from the [Office of International Programs and Services](#) and complete any necessary paperwork. Please note that OIPS will need to see your completed Learning Contract (Internship Description, Internship Site Approval, Faculty Sponsor Approval, etc) before giving their final approval for the internship.

yes no

Internship Site

Search to see if your Internship Site is already in our system. DO NOT search on the full name. As you type the sites name; a list will populate to pick from. If you see duplicate records for your site, just choose one.

New Employer/Internship Site

Use this field if the internship site does not currently have a Purchase JobScore account.

NOTE: You will need to know your Internship Site Supervisor's Name/Email Address and who your Faculty Sponsor is before you submit!



Approval and Registration

- ❑ If more information is needed for approval, you will be notified via email.
- ❑ Though the internship site supervisor and faculty sponsor will receive notification that their approval is required, it is **the responsibility of the student to make sure that the Site Supervisor and Faculty Sponsor, approve the Academic Learning Contract.**
- ❑ Once the Learning Contract is approved by the **CDC**, your **Internship Site Supervisor** and your **Faculty Sponsor**.
 - ❑ You will receive an email confirmation from Career Development.
 - ❑ Your completed Learning Contract will be forwarded to the Registrar's Office for final registration.
 - ❑ You will be able to access your completed Learning Contract in Be sure to **review the internship [Purchase JobScore](#) Description** entered by your Internship Site Supervisor and your **Academic Project** that has been assigned by your Faculty Sponsor.

You're Done!

Questions?

Call x6370 or
email career.development@purchase.edu



PURCHASE COLLEGE