



APPRENTICESHIP REGISTRATION CHECKLIST

Prior to registering for Apprenticeships, students should attend an Apprenticeship Orientation session hosted by Dean Thornhill. These sessions provide critical information ensuring your full knowledge about the processes and procedures surrounding your coming apprenticeships.

The registration process for a variable credit, non-course apprenticeship differs from standard registration procedures and according to the type of apprenticeship. Students seeking to register for one of these types of apprenticeship should follow the steps provided.

If you have any questions about registering for Apprenticeships, please contact Dean Thornhill at jrthornhill@phc.edu.

Internships (470 courses)

Register for the 0 credit course in the Student Portal during either the Pre-registration or Drop/Add periods.

- Determine the amount of credit hours for the internship (40 work hours = 1 credit hour - Fewer credit hours can be registered for than are worked).
- Complete the Apprenticeship Registration Update form (ARU) available at www.phc.edu/forms.php:
 - Sign and date the form;
 - Complete, print, and attach the Internship Information Survey found in the course area of the student portal and at the following link: internshipinfo.questionpro.com;
 - Have the professor (listed in the course offering) sign the ARU.
- Bring the form with the survey attached to the Apprenticeship Program Coordinator (Dean Thornhill) before the end of Drop/Add.
- Check in the Student Portal at the end of the Drop/Add period to confirm the correct amount of credit has been assigned. At the start of the semester check the course in the Student Portal for the course announcements, **syllabus**, documents, forms, and hyperlinks.

The following steps apply to all courses after the semester has started except INT470, Internships in Strategic Intelligence(SI); SI students must refer to their syllabus.

- During the 1st week of the internship, read and provide your supervisor with the Internship Agreement form (Form A).
- Complete journal entries (Form B) and put them in the drop box in the course area.
- Check with the Faculty of Record (the professor listed in the Student Portal) regarding how and when the final paper should be submitted. Journalism students will also submit their portfolio.
- If your internship continues beyond the end of the semester check with the Faculty of Record if you would like to request an extension of the deadline.
- Send in electronic copies of all materials to the Apprenticeship Program Coordinator by the due date.
- Complete the internship evaluation survey.

Directed Research and Writing | Independent Study | Independent Readings

Unlike other courses, both the preregistration AND content development processes for variable credit Directed Research & Writing and Independent Study/Readings courses begin in the semester prior to enrollment in the course. Courses with an amount of credit assigned to them by the College follow standard registration processes. For variable credit courses in this category, students must complete the following steps:

- Develop a concept (or concepts) in the semester prior to the semester in which you will be enrolled in the course. Develop and submit a proposal to the Faculty of Record (the professor listed in the Student Portal) – before the registration period. (The Faculty of Record can be discovered by checking with the course offering, the current professor of the course, or the Department Chairman.)
- Proposal components:
 - Topic and Reason
 - Preliminary Thesis
 - Researchable Questions
 - Sources

- Meet with the faculty member who is assigned to the specific section for which you wish to register. Bring your written proposal for the project. The faculty member will ‘consider and approve’ or ‘consider and ask for additional development’ of your proposal.
- Register online for the 0 credit course during Preregistration or the Drop/Add period. This step of the registration process must be completed by the close of the Drop/Add period. Each project should be reflected by a separate registration. The 0 credit placeholders will appear on your schedule, but your registration is not yet complete.
- Work with the professor to develop the course syllabus. This will determine how many credits will be assigned and placed on the Apprenticeship Registration Update form (3000 words = 1 credit hour).
- Complete the Apprenticeship Registration Update form (ARU) available at www.phc.edu/forms.php
 - o Sign and date the form
 - o Attach (by paper clip) the syllabus signed by the professor.
 - o Have the professor sign the syllabus and the ARU form.
- Bring the form and the syllabus to the Apprenticeship Program Coordinator (Dean Thornhill) before the end of the Drop/Add period.

The following steps apply after the semester has started:

- Check in the Student Portal at the end of the week after the Drop/Add to confirm that the correct amount of credit has been assigned.
- At the start of the semester check the course in the Student Portal for announcements, documents, forms, and hyperlinks.
- Weeks 3-5: Submit your Literature review according to the specifications of your syllabus.
- Weeks 4-6: Complete your first progress report with your professor.
- Weeks 9-12: Submit your first draft according to the specifications of your syllabus.
- Weeks 10-13: Complete your second progress report with you professor.
- Weeks 14-15: Submit your final paper.

Variable Credit Practicum

Unlike other courses, both the preregistration AND content development processes for variable credit Practicums begin in the semester prior to enrollment in the course. Practicums with an established amount of credit assigned by the College follow standard registration processes. Variable credit Practicums follow the steps below.

- In the 1st 8 weeks of the semester **prior** to the semester in which you will enroll in the Practicum, set up an appointment with the overseeing faculty to determine the practicum’s requirements and processes. (Overseeing faculty can be discovered by checking with the course offerings, current professor of the course, or the Department Chairman).
- Once there is agreement on the requirements and the process, you can register online for the 0 credit course during the preregistration period.
- Make your 2nd appointment with the faculty member who will oversee the practicum during weeks 10 – 13 to develop the syllabus for the practicum.
- Complete the Apprenticeship Registration Update form (ARU) available at www.phc.edu/forms.php:
 - Sign and date the ARU form;
 - Attach (by paper clip) the syllabus signed by the professor to the ARU;
 - Have the professor (listed in the course offering) sign the ARU.
- Submit the ARU and syllabus to the Apprenticeship Program Coordinator (Dean Thornhill) before the end of the Drop/Add period.
- Check in the Student Portal at the end of the Drop/Add period to confirm the correct amount of credit has been assigned. At the start of the semester check the course in the Student Portal for announcements, documents, forms, and hyperlinks