Service Learning –
MyInternshipJournal
Guide

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Navigating to MyInternshipJournal

There are two ways to find the MyInternshipJournal website. The first is simply to type the URL into your web browser: www.myinternshipjournal.com.

Alternatively, you can navigate to it through the link on COD’s Service Learning Page: www.cod.edu/servicelearning.

Go to the student information tab.
Go to Forms

Click on the Time Tracking System link

- Service Learning Home
- Student Information
- Placement Site Map
- Community Partners

Service Learning Forms
- Service Learning Registration Form
- Service Learning Contract
- Time Tracking System (MyInternshipJournal)
  - Authorization code: HVVR-2448-JXJK-7266
  - Spring 2018 SL Hours are due on Friday, May 4 unless otherwise noted by your Faculty member.

To learn more about tracking your hours please use the **Quick Start Guide**
Making an Account / Using the Authorization Key

To set up your MyInternshipJournal account for the first time, click Sign Up in the top right corner of the home page.

IMPORTANT: COD has an authorization key that you must input so your account lasts the whole semester. If you do not input the authorization key, your account will expire within a month. Click the ‘Have an Authorization Key?’ and input COD’s key in the box.
Fill in your information and click Finish to create your account.
Choosing an Internship

**IMPORTANT**: This step should be done BEFORE you enter your hours. Setting up your ‘Internship’ is how you choose which SL class you are in, your service site, and your supervisor.

To add an internship, go to Internships under the gear icon in the top right corner of your account.

Click the ‘Add an Internship’ button. Add all the correct information and click Save.
What if my Community Partner isn’t an Option on the List

If you are completing your hours at a non-approved community site, please follow the process below.

- First, you must have your site approved by your instructor.
- If your instructor has given you permission to complete your hours at this site, reach out to Krystina LaSorsa at lasorsak@cod.edu with your site name, supervisor’s name, and supervisor’s email.
- When setting up your Internship in MyInternshipJournal, you will choose Non COD Community Partner under Training Site.
- Choose Krystina LaSorsa as your supervisor.
- Make sure to list your site and supervisor’s name and email on your contract when you turn it in.
Why Did My Account Expire?

If you are not able to log into your MyInternshipJournal account, there is a good chance it has expired. This happens if you did not use the COD authorization key when creating your account.

To fix this, go to your Settings under the gear tab, then Subscription. There you will be able to enter the COD authorization key:

HVVR-2448-JXJK-7266

Your Subscription

Paid through September 14, 2018

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<tr>
<th>ADD 6 MONTHS</th>
<th>ADD 1 YEAR</th>
<th>AUTHORIZATION KEY</th>
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| $20.00       | $40.00     | Use the authorization key provided by your school to extend your subscription.

Buy Now          Buy Now       Enter
**Entering Your Hours**

In MyInternshipJournal, your service hours are called Activities. Each time you complete hours at your community partner site, log into your account to record them.

To enter hours, go to your Activities tab and choose the date you completed hours.
Make sure you assign your class ("Internship"), supervisor, and correct hours to your entry. Click the red Add button to submit your entry. As shown below, confirmed entries will produce a green check box on the day the hours were completed.

**IMPORTANT**: Entering hours here does NOT mean they were submitted to your supervisor for approval. Continue to the next section to learn how to submit hours for approval, which is required to receive class credit.
Submitting Hours for Approval

You must submit your completed service hours for approval so your site supervisor can verify that you completed them. To submit approval requests, navigate to your Approvals tab. Click the button that says Submit Hours for Approval.

Choose the activities you would like to submit for approval and Submit them.
Hours that have been submitted for approval will have the status ‘Submitted’ next to them.

Approvals

You don't have any more hours that need approval. Get out there and log some!

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<tr>
<th>Status</th>
<th>Submitted</th>
<th>Approved</th>
<th>Rejected</th>
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<tr>
<td>Submitted</td>
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<td>Term</td>
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</tbody>
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Filter

Internship | Supervisor | Submitted | Approved/Rejected | Hours |
---|------------|-----------|------------------|-------|
Environmental Biology (BIOLO-1110-FS03) | Krydina LaSorsa | June 1, 2018 |          | 2.0 |

Once your supervisor receives a notification for your hours, they will approve or reject them from their end. You will receive an email from MyInternshipJournal telling you if your supervisor has approved your hours. Below is how your hours will appear when are either approved or rejected.

Approvals

Submit Hours for Approval | 2.0 Unsubmitted Hours

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Filter

Internship | Supervisor | Submitted | Approved/Rejected | Hours |
---|------------|-----------|------------------|-------|
Environmental Biology (BIOLO-1110-FS03) | Krydina LaSorsa | June 1, 2018 |          | 2.0 |
Environmental Biology (BIOLO-1110-FS03) | Krydina LaSorsa | May 24, 2018 |          | 10.0 |
Environmental Biology (BIOLO-1110-FS03) | Krydina LaSorsa | May 23, 2018 |          | 15.0 |
**List Tab**

Under Activities, there is a tab called List. Here you can see a summary and status of all your entries. You can check which hours have been approved, which ones still need to be sent for approval, and adjust any requests by clicking the blue Activity link.
I Have a Service Learning Requirement for Multiple Classes

If you are in more than one Service Learning class, there are just a few differences in how you will use MyInternshipJournal. You need to add each class as a separate Internship. Under your settings and Internships, you can add an internship.

When adding new Activities (hours), you will have to choose which class you are submitting the hours for.
If you have an issue with MyInternshipJournal that is not addressed in this guide, please contact servicelearning@cod.edu for assistance.