

How to approve your student's internship as a sponsoring faculty member (action time 10-minutes)

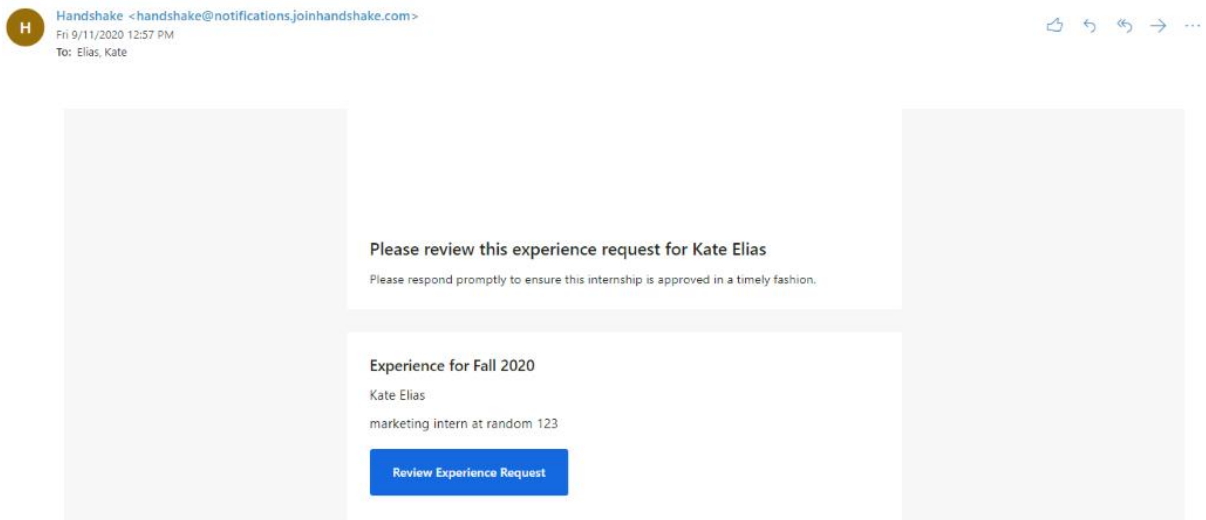
This process is **just for internships**. All independent studies, directed studies, research, and project/reading requests will continue to be processed using PDF forms.

How it works:

Students will locate an internship opportunity using their current methods. The internship does not need to be listed on Handshake. Students will meet with a faculty member to discuss the internship, and meet with their internship supervisor to work out details for the internship.

Students will then submit paperwork on Handshake for the sponsoring faculty member's approval. How approval works for faculty:

1. Students will log into Handshake to complete an internship request ([instructions for students here: https://www.seattleu.edu/artsci/professional-formation/internships/internship-for-credit-information-/](https://www.seattleu.edu/artsci/professional-formation/internships/internship-for-credit-information/))
2. After a student completes the request, College of Arts & Sciences Advising Center and Dean's Office will initiate the review process on Handshake. You will receive an email inviting you to approve the student's internship:



3. Click the blue "Review Experience Request" button on the email to log into Handshake to begin the approval process.
4. You will review a total of 4 screens (noted on the left side as Job Details, Experience Details, Student Survey, and Your Response) that will give you details about the internship. This process is a digital version of what our internship forms looked like previously and include details like the

organization, how many credits, etc:

Experiences
Review Experience Request

Kate Elias
null at Seattle University

random 123
marketing intern

Please respond within 4 days
The deadline to approve or decline this experience is Sep 15, 2020 11:59 PM

Job Details
Fall 2020

Experience Details
2 attachments

Student Survey
9 answers

Your Response

Job Details

random 123
Advertising, PR & Marketing

901 12th Avenue, Seattle, Washington 98122, United States
206-296-2000
random@seattleu.edu

Job Title	marketing intern
Department	Marketing
Job Type	Internship - Part-Time
Salary	

- You'll be prompted to complete a series of questions regarding:
 - Academic Requirements
 - Student to Faculty Contact Requirements
 - Supervisor and Faculty Contact Requirements
- On the final screen, "Your Response," you'll be prompted to please approve or decline the internship request. If you choose to decline the request, please include a reason for the student:

Please respond within 4 days
The deadline to approve or decline this experience is Sep 15, 2020 11:59 PM


Job Details
Fall 2020

Experience Details
2 attachments

Student Survey
9 answers

Your Response

Response



What do you think?

Please choose whether to approve or decline this experience below.

Reason (Optional)

Previous Decline Approve Experience

- You're done! Thank you for taking the time to support your student in their internship process. The Dean's Office will do a final review and forward the internship opportunity to the Department Chair, Program Director, or Associate Dean for approval as appropriate. Once that second level review is complete, the Dean's Office will register the student for the internship and email the student letting them know they have been registered.