

## CCN Experiential Learning Manager (ELM) Instructions for Faculty:

After a student submits an internship agreement through the Experiential Learning Manager in College Central Network, a program administrator (Tina Perdue) reviews the internship details for obvious errors (Ex. Term and internship dates, incorrect instructor, etc.). If approved, a work flow is assigned that sequentially routes the internship agreement to the instructor, the department chair or internship coordinator (if different from the instructor), and the academic advisor. Internship agreements for international students completing internships in the U.S. are also sent to Christy Burke.

**Step 1:** You will receive an email notification when an internship agreement requires your approval. In the initial email that you receive, click on the link in the email to set up your account and review agreement(s). All subsequent email notifications include the deadline by which ALL reviewers must review the internship agreement. The internship agreement is routed sequentially through the reviewers in the work flow; therefore, your prompt response is critical to allow time for subsequent reviewers, when applicable, to review the internship agreement.

### Initial Email:

Dear Barbara Smith,

You have been granted access to the Experiential Learning Manager with Sample University - WI.

Please go to the [Login page](#) and follow the instructions to create your password and to review the Experiential Learning Agreement for **Anita Job**. Please complete your review as soon as possible.

Click to set up account and log in to review agreement

### Subsequent Emails:

**ELA Approval Request**

From: lazorikd  
To: glf001

Dear Gail Milone,

The Experiential Learning Agreement for **Hilles hughes** requires your review and approval.

Please go to Career Services Central Administration site for [Marietta College](#) and enter your User ID / Password to login. **Click to log in**

You can review the Agreement by selecting the Experiential Learning Manager on the the Modules tab and clicking the Review My Experiential Learning Agreements link.

The final deadline for all approvers is 03/21/2016.

Contact us if you have any questions. You will find our contact information at the top of the [school page](#).

## Login Screen:

Career Services Central®  
The online hub for career services management.

A division of  
**College Central Network®**  
Ask around. The Network works®

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Build your online Career Advice Document Library with these FREE resources. [Click to schedule a demo!](#)

**CSC2015**  
Access your Career Services Central admin tools:  
School Name: YOUR SCHOOL NAME  
User ID: FACULTY ID  
Password: .....  
[Log In](#)

**LEC2015**  
Access your Live Event Central admin tools. [Go](#)

**JFC2015**  
Access your Job Fair Central admin tools. [Go](#)

**TFC2015**  
Access your Teacher Fair Central admin tools. [Go](#)

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Marietta College  
MC User ID  
\*If you forget your password, you must contact a program administrator to reset it. The program administrators are: Tina Perdue, Gail Milone, and Hilles Hughes.

**Step 2:** Click on the Attention item indicating that there are Agreement(s) to review.

**Attention:** There are **2 Experiential Learning Agreements** which you have not reviewed.

My College Central Network

Registered Users as of 8/3/2015

Job Postings by Month as of 8/3/2015

Messages

- Need Help?
- Best Practices White Papers
- Easily Share All Your Surveys!
- Share A Podcast With Job Seekers!
- 300+ FREE Career Articles to Share!
- 62 FREE Career Advice Podcasts!
- 68 FREE Career Advice Documents!

**Step 3:** Click on the Applicant Name to review the Agreement

**Experiential Learning Agreements**

**Agreements that require your review**

Click on the name of the applicant to review the Experiential Learning Agreement.

Applicant Name	Company Name	Job Title	Semester/Year
<a href="#">Anita Job</a>	Aurora Health	Nursing Residency	Fall 2014
<a href="#">Mike Thorton</a>	Apple	Programming Intern	Summer 2015

**Step 4:** Review Agreement details carefully (see screenshot on next page).

- If all details are correct, select “Approved”.
  - If any details are incorrect, select “Not Approved” and provide comments in the “Reviewer Notes” box. These comments are sent to the program administrator who will then compose an email in CCN to be sent to the student detailing the corrections to be made. Once the student resubmits the internship agreement with the necessary corrections, the workflow will be restarted for the faculty reviewers to review again.
- Click “Update Status”

The screenshot shows the 'Experiential Learning Agreement Review' form. At the top, there is a navigation bar with links: DASHBOARD, STUDENTS, ALUMNI, EMPLOYERS & JOBS, ANNOUNCEMENTS, EVENTS, MODULES, and TOOLS. Below the navigation bar, it says 'You are here: Experiential Learning Manager' and 'Logged in as: Tina Perdue'. The main form has a header 'Experiential Learning Agreement Review'. It contains a table with columns 'Name', 'Access ID', and 'Work Status'. Below the table are several form fields: 'Term\*' (Summer, 2016), 'Major\*' (Petroleum Engineering), 'Job Title\*' (Summer Finance Intern), 'Company Name\*' (Adobe Systems), 'Supervisor Name\*' (David Lavanty), and 'Supervisor Email\*' (lavanty@adobe.com). There is a 'View' link under 'Initial Form'. Below the form, there are instructions: 'After reviewing the ELA, click the **Approved** or **Not Approved** radio button. If you select **Not Approved**, enter comments as to why you did not approve the ELA and recommendations on how to improve it. These will be sent to the candidate by email and saved in your database so that if the candidate submits a new ELA at a later date you may compare this new ELA with your previous comments to see if the recommended changes have been made. To save your changes, click the [Update Status] button.' There is a 'Status' section with radio buttons for 'Approved' and 'Not Approved'. Below that is a 'Comments/Recommendations: (enter for Not Approved ELAs only)' text area. At the bottom, there is an 'Update Status' button and a 'Go Back' button.

Link to guidelines and letter for sponsoring site will appear above the gray box.

Click to view internship details

After an internship agreement has been approved by all reviewers, a program administrator will mark the agreement as “Finalized”. An automatic email will be sent to the student and all reviewers in the work flow that includes the finalized internship agreement as an attachment.