## 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.

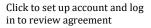
<u>Step 1:</u> You will receive an email notification when an internship agreement requires your approval. In the initial email that you receive, click on the link in the email to set up your account and review agreement(s). All subsequent email notifications include the deadline by which ALL reviewers 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.

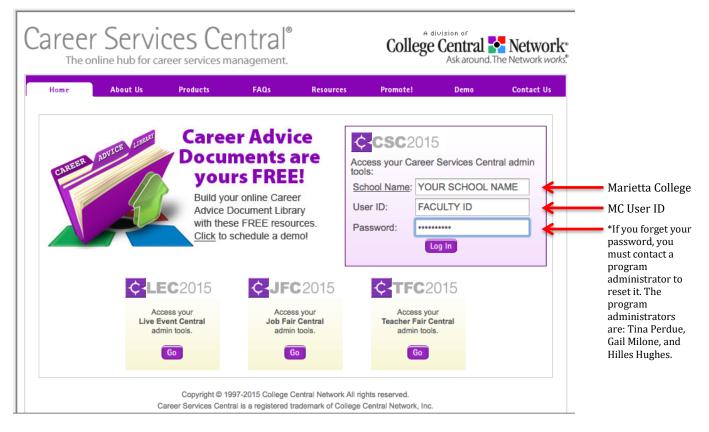
Please go to the Login page and follow the instructions to create your password and to review the Experiential Learning Agreement for Anita Job. Please complete your review as soon as possible.



# Subsequent Emails:

ELA Approval Request
From: lazorikd
To: gH001
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.
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:



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



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

E	Experiential Learning Agreements								
c	Agreements that require your review								
	Applicant Name	Company Name	Job Title	Semester/Year					
->	Anita Job	Aurora Health	Nursing Residency	Fall 2014					
	Mike Thorton	Apple	Programming Intern	Summer 2015					

#### **<u>Step 4:</u>** 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"

	-	DASHBOARD	STUDENTS 🖲	ALUMNI 🖻	EMPLOYERS & JOBS 🖲	ANNOUNCEMENTS 😨	EVENTS 🖲	MODULES 🖲	TOOLS 🖲	_
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Company Name*  Adobe Systems    Supervisor Name*  David Lavanty    Supervisor Email*  lavanty@adobe.com    Initial Form  View    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 at a later date you may compare this area.  To save your changes, click the [Update Status] button.    Status  O Approved O Not Approved ELAs only)  Comments/Recommendations: (enter for Not Approved ELAs only)	above the gray		м	ajor*		4				
Supervisor Name*  David Lavanty    Supervisor Email*  lavanty@adobe.com    Initial Form  View    After reviewing the ELA, click the Approved or Not Approved radio button.  If you select Not Approved, or Not Approved radio button.    If you select Not Approved, the recommends as to why you did not approve the ELA and recommendations on how to improve it. These will be sent to the candidate by small and saved in your database so that if the candidate submits a new ELA with your previous comments to see if the recommended changes have been made.    To save your changes, click the [Update Status] button.    Status    Approved    Not Approved    Comments/Recommendations: (enter for Not Approved ELAs only)			3	ob Title*	Summer Finance Intern					
Supervisor Email*  avanty@adobe.com  Clicit    Initial Form  View  Clicit    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 supprove 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.    Status  Approved  Not Approved  Not Approved ELAs only)    Comments/Recommendations: (enter for Not Approved ELAs only)										
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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.