

Review an Academic Internship Experience - Faculty

After a student submits an internship Experience through Handshake, a program administrator (Tina Hickman) will review the internship details for obvious errors (Ex. term and internship dates, incorrect instructor, etc.). If approved, a workflow is assigned that sequentially routes the internship Experience to the Site Supervisor, the faculty instructor, and the Department Chair. Each reviewer has a deadline of three days to approve or deny with comments. 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 Experience requires your approval. Click on the link in the email to review the Experience. You do not need to create an account in Handshake, simply click on the link. **Your prompt response is critical.**

An Experience Needs Your Approval

Handshake <handshake@notifications.joinhandshake.com>

Thu 9/6/2018 12:01 AM

To: Gail Milone <glf001@marietta.edu>

Handshake

Twitter LinkedIn Handshake Facebook

Experience Approval Request

Hello Gail,

There is an experience for [REDACTED] at Marietta College that is currently pending your approval. The deadline for approving this experience is September 8th 2018 11:59 pm EDT (3 days from now).

You can view more details and approve or decline the experience [here](#).

Thank you,
Marietta College

If you don't want to hear from us at all again you can unsubscribe [from all Handshake notifications](#)

Handshake Headquarters
P.O. Box 40770, San Francisco, CA 94140

Step 2: Review Experience details carefully (see screenshot on next page).

- If all details are correct, select "Approved".
- If any details are incorrect, select "Declined" and provide comment(s) regarding the reason for declining the Experience, including any corrections that the student must make. These comments are sent to the program administrator who will notify the student via Handshake. The student will receive an e-mail and must provide a comment addressing the issue(s). The program administrator will edit the Experience with the necessary change(s) and resume the review process.

After an internship Experience has been approved by all reviewers, the Experience status will change to **Approved**. The Career Center administrator will mark the Experience **Begin** and the status will change to **Ongoing**. Once a final grade for the internship is submitted, the CC administrator will change the status to **Complete**.

This experience is no longer in approval process. Please contact the university career center.



Student

NAME	CURRENT SCHOOL YEAR
[REDACTED]	Senior
SCHOOL	
Marietta College	

Job

TITLE	EMPLOYER
Baker	Bakers Inc.
DEPARTMENT	INDUSTRY
Baking Etc.	Food & Beverage
JOB TYPE	
Experiential Learning - Part-Time	
START DATE	
09/03/2018	
ACCEPTANCE DATE	
08/21/2018	
END DATE	
12/05/2018	

Employer

EMPLOYER	LOCATION
Bakers Inc.	Reno, Ohio, United States
PHONE	EMAIL
+1(000) 000-0000	sample@davesdonuts.com

Approvers

STATUS	TITLE
Expired	Assistant Registrar
NAME	PHONE NUMBER
Gail Milone	7403764728
EMAIL ADDRESS	
gll00@marietta.edu	

STATUS	TITLE
Expired	Dept. Chair
NAME	PHONE NUMBER
Ben Ebenhack	+1(000) 000-0000
EMAIL ADDRESS	
dem007@marietta.edu	

STATUS	TITLE
Approved	Not Specified
NAME	PHONE NUMBER
Tina Hickman	Not Specified
EMAIL ADDRESS	
perduet@marietta.edu	

Attachments



Survey Response

Submitted by David McCabe, on 31 August 2018 at 09:03 AM

- Class Level
 - Masters
- Campus Mail Box
 - 716
- Internship Course Prefix (Subject)
 - GEOL
- Credits
 - 3
- Course #
 - 597
- Grade Type: Internships within certain departments may only be taken under the S/U grading option. With the exception of internships within these departments (contact the department or the Records Office with questions), courses taken to fulfill requirements for a major, minor, or certificate must be taken under the letter grade option.
 - Letter
- Evaluation Procedure
 - Portfolio
- Academic Start Date: Please provide the date on which your log of hours for academic credit begins if different than the start of employment. Otherwise, enter "same as job start date".
 - 9/3/18
- Academic End Date: If employment will continue after the minimum hours required for academic credit are met, please provide the date on which you anticipate completing the required hours. Otherwise, enter "same as job end date".
 - 12/5/18
- Hours per Week
 - 20
- Minimum Total Required Hours
 - 150
- Job Description: List tasks that you and your supervisor have discussed as likely work assignments
 - Baking, baking, baking
- Goals & Objectives: Skills/ experiences to be gained that will contribute to personal & career goals
 - Learn how to bake
- Academic Connections: How will the experience enhance what you have learned in classes at MC
 - Baking is essential in all of my petroleum classes.
- Please confirm you have answered every question on this form, as all are required for application approval
 - Yes, I have answered every question on this form.