

	Internship Experience Approval Process	Timeline
Student	<ul style="list-style-type: none"> <li>• Employer submits Offer Form via DocuSign, student accepts via DocuSign, and offer is routed to Internship Office for review. If offer is acceptable, F-1 students will obtain approval from the CIE's International Student Advisor, and students interning abroad will have been approved by the CIE's Study Abroad Advisor at this stage.</li> <li>• Student uses the applicable <i>Internship Experience Planning Form</i> to work with faculty sponsor to draft and revise details of the experience.</li> <li>• Once <b>finalized and agreed upon by the Faculty Sponsor</b>, student submits request via Handshake and attaches their Planning Form as a Word document to the request. <a href="#">Handshake</a> &gt; <a href="#">Career Center</a> &gt; <a href="#">Experiences</a> &gt; <a href="#">Request Experience</a>.</li> </ul> <p><i>Note: 1) Student will not have Handshake access to submit electronically until the Offer Confirmation has been turned in to the Office of Internships. 2) The Experience Request must be completed and submitted without interruption; it cannot timeout or be saved and finished later.</i></p>	<p>Early submission <i>before</i> the April 23<sup>rd</sup> deadline is encouraged, to allow sufficient time for faculty email approvals, and to assure availability of appointment times and funding.</p>
Office of Internships	<p>Office of Internships will review the Experience as entered/submitted in <i>Handshake</i> and, if no adjustments are necessary, will initiate the automatic email routing to reviewers for approval in the following order.</p>	<p><i>Student and/or faculty sponsor will be contacted if any adjustments are needed before electronic approval process begins.</i></p>
Faculty Email Approval Process	<div style="text-align: center;"> <p><b>Faculty Sponsor</b></p> <p>↓</p> <p>International Student Advisor (if applicable)</p> <p>↓</p> <p><i>Optional Secondary Faculty Sponsor</i></p> <p>↓</p> <p><b>Academic Advisor</b></p> <p>↓</p> <p><b>Academic Department Chair</b></p> </div>	<p>Each reviewer will have <i>up to 4</i> business days to approve or decline the Experience via email, although sooner is preferred.</p> <p>Experience will be <i>automatically</i> routed to the next reviewer as soon as previous approval is submitted.</p> <p><i>If declined</i>, the electronic process will be <b>on hold</b> until adjustments are made/approval is submitted (Contact the <i>Office of Internships</i> with questions).</p>
Final Meeting with Office of Internships		<p>Status of Experience remains <b>In Progress</b></p>

	Student uses Handshake to schedule virtual meeting with Esther Livingston or Sara Cornett for FINAL approval and to discuss/determine funding (if applicable).	until <i>after</i> meeting and information required for funding is provided.
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