

	<b>Approval Process for Internship Proposals</b>	<b>Timeline</b>
<b>Student</b>	<ul style="list-style-type: none"> <li>• Following the <a href="#">Steps for Planning &amp; Participating in an Internship for Academic Credit</a>, Student asks employer to submit the <a href="#">Offer Form</a> via DocuSign, which is routed to the student for acceptance and to the Internship Program for review. <ul style="list-style-type: none"> <li>○ Internship Program reaches out if there are any questions or problems.</li> <li>○ If the student holds an F-1 visa, the Internship Program will forward the offer to the International Student Advisor in the CIE on their behalf.</li> </ul> </li> <li>• Student creates a partial draft of the <i>Internship Proposal Form</i>, based on the offer received, and meets/talks with faculty sponsor to discuss specifications for assignments, make revisions, and finalize the proposal.</li> <li>• When faculty sponsor considers the proposal finished, the student submits their request for credit in Handshake, completing basic information fields and uploading the <i>Proposal Form</i> as a Word attachment. <p style="text-align: center;"><a href="#">Handshake</a> &gt; <a href="#">Career Center</a> &gt; <a href="#">Experiences</a> &gt; <a href="#">Request Experience</a></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) Student will not have Handshake access to submit request in Handshake until the <i>Offer Form</i> has been received via DocuSign.</li> <li>2) The Experience Request in Handshake must be completed and submitted by the student without interruption; it cannot be saved and finished later.</li> </ol> </li> </ul>	<p>Early submission is encouraged, to allow sufficient time for faculty approvals and final meeting with the Internship Office staff before the mid-April deadline and receipt of funding by the end of April.</p>
<b>Internship Program Staff</b>	<p>Internship Program Staff will review the Proposal as entered/submitted in <i>Handshake</i> and, if no adjustments are necessary, will initiate the automatic routing via email to reviewers for approval in the order shown below.</p>	<p>Student and/or faculty sponsor will be contacted if any adjustments are needed before electronic approval process begins.</p>
<b>Faculty Email/Handshake Approval Process</b>	<p><b>Reviewers will receive a separate email request for each approval role.</b> For instance, if they are Faculty Sponsor, Advisor <b>and</b> Department Chair, they will receive 3 emails and must approve 3 times.</p> <div style="text-align: center;"> <p><b>Faculty Sponsor</b></p> <p>↓</p> <p><b>International Student Advisor (if applicable)</b></p> <p>↓</p> <p><i>Optional Secondary Faculty Sponsor (if applicable)</i></p> <p>↓</p> <p><b>Academic Advisor</b></p> <p>↓</p> <p><b>Academic Department Chair</b></p> </div>	<p>Reviewers should approve as soon as possible, but will have <i>up to</i> four business days to approve <u>or</u> decline the proposal in Handshake before the process halts.</p> <p>If a reviewer declines, the process will halt until adjustments are made and approved.</p> <p>Proposal will be automatically routed to the next reviewer as soon as the previous reviewer approves.</p>
<b>Final Meeting with Internship Program Staff</b>	<p>Student uses Handshake to schedule a meeting with Esther Livingston or Sara Cornett for FINAL approval and to discuss/determine funding, if applicable.</p>	<p>Status remains <b>In Progress</b> until <i>after</i> final meeting.</p>