

Faculty Approval Instructions for Internship Experience Requests

Video: [Faculty Approval Instructions – Internship Experience Requests](#)

See last page for additional faculty resources.

Students are asked to submit their Internship Experience Requests online via Handshake, **after** finalizing information with their Faculty Sponsor on their Experience Planning Form.

Reviewers (the Faculty Sponsor, Optional Secondary Faculty Sponsor, International Student Advisor (if applicable), Academic Advisor, and Academic Dept. Chair) view and approve students' requests online via an email link sent from Handshake.

- **Once a student requests an Internship Experience and the Office of Internships has started the electronic approvals process, you will receive an email from Handshake (handshake@notifications.joinhandshake.com) with the Subject Line: *Experience requested by [First Name Last Name]*. Your approval role determines the sequence in which you will receive the email (see [Internship Experience Approval Process Timeline for details](#)).**
- **STEP 1: Open the email > Click the blue "Review Experience Request" button.**
 - *If you don't see this button, you may need to allow/download images since the email will be from Handshake (an External Sender).*

Experience requested by Berea Student



○ Handshake <handshake@notifications.joinhandshake.com>

To: ○ Sara Cornett

[EXTERNAL SENDER]



Please review this experience request for Berea Student

Thank you for reviewing this proposed internship Experience for academic credit! Please approve or decline this request as soon as possible, within 4 business days. Your approval is needed before the Experience can move to the next required approver (you will receive additional emails if you serve in multiple approver roles). If you have any questions or concerns before approving or declining the Experience, please contact the Office of Internships at 859.985.3656 or email internships@berea.edu and we'll be happy to help you! Approval how-to resources are available at <https://www.berea.edu/icd/faculty-sponsors/>.

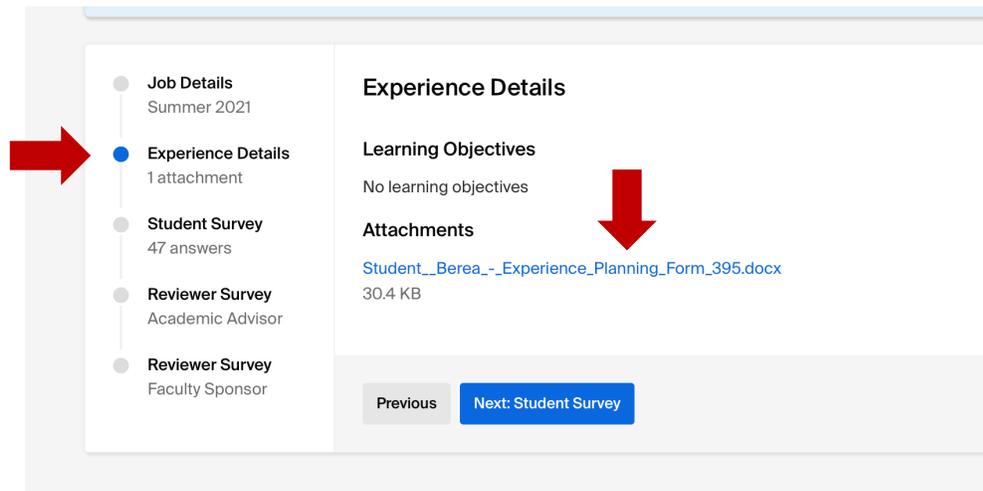
Experience for Summer 2021

Berea Student

Intern at Berea College

[Review Experience Request](#)

- **STEP 2: You will be automatically taken online to a “Review Experience Request” Handshake screen (no login required).**
 - On the left-hand side of the screen, click **Experience Details** or scroll down and click the blue **Next: Experience Details** button.
 - *You do not need to spend time in the “Job Details” or the “Student Survey” sections. Both of these sections display duplicate information (for our database purposes) that you will be able to review on the student’s Experience Planning Form attachment in Step 3.*
- **STEP 3: Click on the link under Attachments.** This will download a Word document of the Student’s Experience Planning Form for your review. **Open and review the document, making sure it meets your standards for approval.**
 - *If you’re the Faculty Sponsor, this document should be identical to the one you worked on (and finalized) with the student before they submitted it to Handshake.*
 - *If there were any necessary edits made by the Internship Office, we notified the student of those changes prior to starting the approvals process. Feel free to verify any edits made with the Internship Office.*
 - *We also recommend saving the Word document to your computer for your records at this point.*



Screenshot – Experience Details section & Attachments link

STEP 4: Back on the Handshake screen, click the blue Next button to move forward (you can scroll down/skip reading the Student Survey section since you already reviewed that information on the Planning Form Word document). **Click Next until you come to Your Survey, read the information provided, and follow the prompts to submit your response.**

- *If you are the Faculty Sponsor, this will be right after the Student Survey section. If you are the Academic Advisor, Academic Department Chair, or another reviewer, you will be able to see the other previous approvers’ Reviewer Surveys before submitting your own response.*

STEP 5: Select Approve Experience (Green button) or Decline (Red Button). This completes your approval process for this student’s Experience Request and automatically routes the request to the next reviewer.

- *You may choose to enter a Reason (Optional) for your decision, or you may leave it blank. **Note:** This can be seen by other reviewers and the student. **Do not include any confidential information here.***

Additional Information:

- *Approval emails to faculty are sent sequentially. A student's Experience Request cannot move to the next reviewer until the prior reviewer has submitted an approval (each reviewer has up to 4 business days to respond until the process has to begin again).*
- ***PDF copies of the finalized Internship Experience Requests for each student will be generated in May and will be sent to each Faculty Sponsor if needed. If you wish to refer to and review the Experience Request before then, we recommend saving the Word document attachment for your records after reviewing it in Step 3.***

Additional Resources:

- **[Forms](#)**
- **[Internship Experience Approval Process Timeline](#)**
- **[Faculty Sponsor Resources](#)**

Questions?

Office of Internships
internships@berea.edu
859.985.3656