

How to Approve an Experience (as a Faculty Advisor)

You are not required to have a Handshake account to be able to approve Experience requests.

Approval Process

1. Approval request email sent to Reviewer

Please review this experience request for Laura

Please review your responsibilities as well as the learning goals and objectives the student indicated on their request. If changes are necessary, please contact the student. We ask that you respond promptly to ensure this experience is approved in a timely fashion.

Experience for Spring 2020

Laura

Marketing Intern at Albright College

[Review Experience Request](#)

[Unsubscribe](#)




2. Click the button to **Review Experience Request**, this will open the Experience Approval form in a new tab

- **Note:** if you have a Handshake account, you can be logged in or out to complete this review

3. Review the Experience Details

- Job Details
Spring 2020
- Experience Details
3 attachments
- Student Survey
15 answers
- Your Survey
10 Questions
- Your Response

Job Details



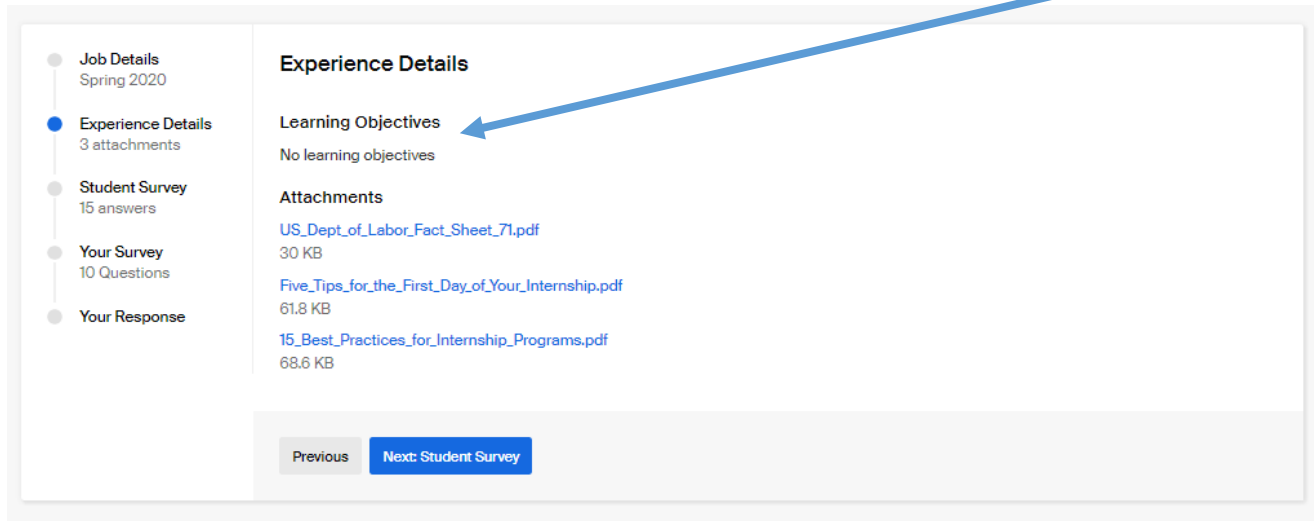
Albright College
Higher Education

1621 N 13th St, Reading, Pennsylvania 19604, United States
(610) 921-7630
elcdc@albright.edu

Job Title	Marketing Intern
Department	Experiential Learning and Career Development Center
Job Type	Internship - Part-Time
Salary	\$8.0 per hour
Acceptance Date	12/20/19
Duration	01/27/2020-05/08/2020 (3 months)

[Next: Experience Details](#)

Please note the additional attachments provided as a resource for you, students and employers hosting our interns. In addition, if the student entered learning objectives, they would be found here.



The screenshot shows a navigation menu on the left with five items: Job Details (Spring 2020), Experience Details (3 attachments), Student Survey (15 answers), Your Survey (10 Questions), and Your Response. The main content area is titled 'Experience Details' and contains three sections: 'Learning Objectives' (No learning objectives), 'Attachments' (listing three PDF files: US_Dept_of_Labor_Fact_Sheet_71.pdf (30 KB), Five_Tips_for_the_First_Day_of_Your_Internship.pdf (61.8 KB), and 15_Best_Practices_for_Internship_Programs.pdf (68.6 KB)), and a navigation bar at the bottom with 'Previous' and 'Next: Student Survey' buttons.

You will also be able to review the proposed dates of the internship and internship description as provided by the student, in addition to their responsibilities as a student intern.

Student Answers

Student Internship 1-20

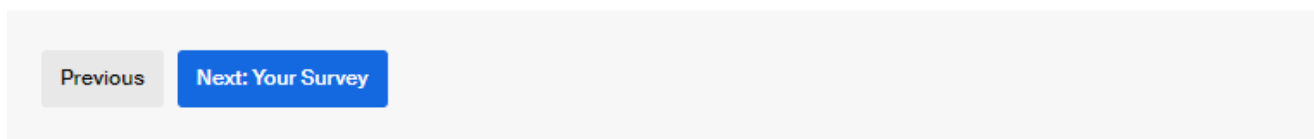
Survey Answers: Student Internship Agreement

Dates of Internship	January 13 - May 8
Internship Position Description	The ELCDC is seeking a marketing/social media intern to develop and execute a marketing plan utilizing social media and alternative formats to increase awareness of ELCDC initiatives/programs/events.

Survey Answers: Student Responsibilities

Complete the Student Internship Agreement via Handshake and have approval from my Internship Site Supervisor, my Supervising Professor, and the Registrar	Yes
Conduct my own due diligence with regard to a particular internship site and working conditions.	Yes
Perform to the best of my ability those tasks assigned by my Internship Site Supervisor which are related to my learning objectives and to the responsibilities of the	Yes
Follow all the rules, regulations and normal requirements of this placement's organization.	Yes
Fulfill the academic learning objectives required by the department and/or my Supervising Professor.	Yes

4. Click on Next: Your Survey



The screenshot shows a navigation bar with two buttons: 'Previous' and 'Next: Your Survey'.

5. Review your responsibilities as a faculty internship supervisor.

- Job Details
Spring 2020
- Experience Details
3 attachments
- Student Survey
15 answers
- **Your Survey**
11 Questions
- Your Response

Your Survey

Supervising Professor Responsibilities

.. I agree to work with the student to formulate concise, clear goals and learning objectives for the Internship and if for academic credit, specify the minimum number of hours expected (standard number of hours to receive credit are 130 – 150).

- Yes
- No

.. I will provide a syllabus to the student prior to the start date of the Internship and ensure that the student understands expectations. Academic criteria for credit or of for experience internships depend on the professor's judgment but should conform to departmental internship guidelines.

- Yes
- No

.. I agree to contact the student during the Internship to provide guidance and support.

- Yes
- No

.. I will contact the site internship supervisor at least once during the semester to discuss the student's performance and the applicability of theory to the field experience.

- Yes
- No

.. I agree to assess the student's learning based upon the internship site supervisor's evaluation and the completed activities required by the department such as: specified hours at the site, journal entries, meetings with the site internship supervisor, final paper or other visible product, and/or public oral presentation, as required for internship type.

- Yes
- No

.. I will remain available to assist the student with any problems arising during the course of the Internship.

- Yes
- No

.. I acknowledge that I have read, understand and will follow the faculty supervisor responsibilities as described.

- Yes
- No

[Next Page](#)

Click on Next Page to review the course information. When selecting course level, please consider the number of major courses completed relative to the internship credit.

- Job Details
Spring 2020
- Experience Details
3 attachments
- Student Survey
15 answers
- Your Survey
10 Questions
- Your Response

Your Survey

Course Information

If for Academic Credit, what course level should be assigned?

- 282
- 382
- 482
- Other

This internship will count as:

- Major Credit
- Minor Credit
- Elective Credit
- No Credit - Q/NQ only on transcript


* Academic Department

6. Approve or Decline the Experience with an optional comment

Please respond within 7 days
The deadline to approve or decline this experience is Dec 27, 2019 11:59 PM

- Job Details
Spring 2020
- Experience Details
3 attachments
- Student Survey
15 answers
- Your Survey
10 Questions
- Your Response

Response



What do you think?
Please choose whether to approve or decline this experience below.

Reason (Optional)

[Previous](#) [Decline](#) [Approve Experience](#)

If you have any questions about the internship, approval process, or a related subject, please contact the Director of Career Development & Internships.