

EMPLOYER INTERNSHIP APPROVAL PROCESS

HOLLINS UNIVERSITY

When registering an internship for credit, it is expected that the student confirms the aspects of the internship with their supervisor *before* they start the registration process. Supervisors should confirm with the student intern the details of the internship including what they will be doing and where they will be interning. Ideally, this will all be done before the student begins the registration process. Please refer to our [Employer Internship Guide](#) where we provide guidelines for Hollins students completing internships, best practices for employers, the hours required, and how many credits students can receive based on the number of hours completed.

1. You will receive an email from Handshake in your inbox with the subject line "Experience Requested by [Student Name]."
2. **Click "Review Experience"** in your email. You will be taken to Handshake. You do not need a Handshake account to register this internship. The link will take you to the approval form and process.

The screenshot shows a web browser window displaying the Handshake 'Review Experience Request' page. The page header includes the Handshake logo, 'Hollins University', and user information for 'Emily Lauletta, Junior at Hollins University' and 'Career Center Student Employee Intern'. A yellow banner at the top states: 'Please respond within 5 days. The deadline to approve or decline this experience is Nov 4, 2020 04:59 AM'. On the left, a navigation menu lists: 'Job Details (January Term 2021)', 'Experience Details (1 attachment)', 'Student Survey (10 answers)', 'Your Survey (16 Questions)', and 'Your Response'. The main content area is titled 'Job Details' and shows the following information: 'Career Center Student Employee' with a building icon, 'Career Center Lane, Towanda, Pennsylvania 18848, United States' with a location pin icon, and 'ccstudent@hollins.edu'. Below this are input fields for 'Job Title' (containing 'Intern'), 'Department', 'Job Type', 'Salary', 'Acceptance Date', and 'Duration'. The Windows taskbar at the bottom shows the search bar and system tray with the time '10:52 AM 10/30/2020'.

3. On the left hand side, you'll see the different sections of the experience. **Please review this information carefully to ensure that you are approving the correct student's internship.**
 - a. Job Details is information required by Handshake. This includes the basic aspects of the internship, date range, and status (fulltime, part-time, seasonal).
 - b. Experience Details is where we've provided information that you should know as internship supervisor including a PDF with [internship guidelines](#) for you to review prior to signing off on the internship.
 - c. Student Survey is our customized questions with information we need to register the student's internship for academic credit.

4. After reviewing the student's information and internship details, please **complete the employer survey (part 4)**. Here you will provide information like your name, contact information, organization name, the intern's responsibilities, and the internship description.

5. Click “Next: Your Response.” to move on to the last page, where you’ll be asked to submit your approval of the experience.

6. Please verify that all information is correct.

Note: If any of the information provided for the experience is incorrect, you have the option to decline and leave a comment. The student will receive notification of the comment and declining of approval for the internship.

7. If all information is correct, click **Approve Experience** so that the information will be sent to the student’s faculty sponsor for the next step in the approval process.

