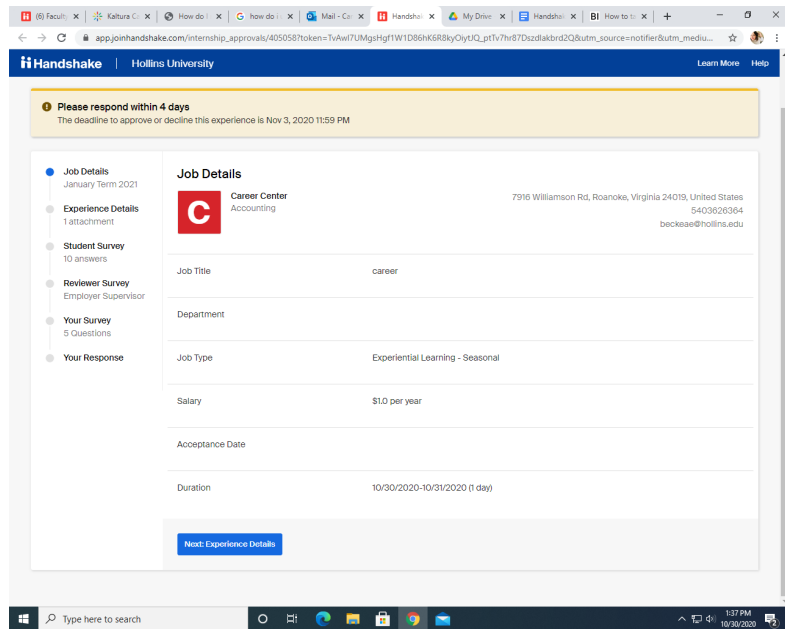




FACULTY SPONSOR INTERNSHIP APPROVAL PROCESS HOLLINS UNIVERSITY

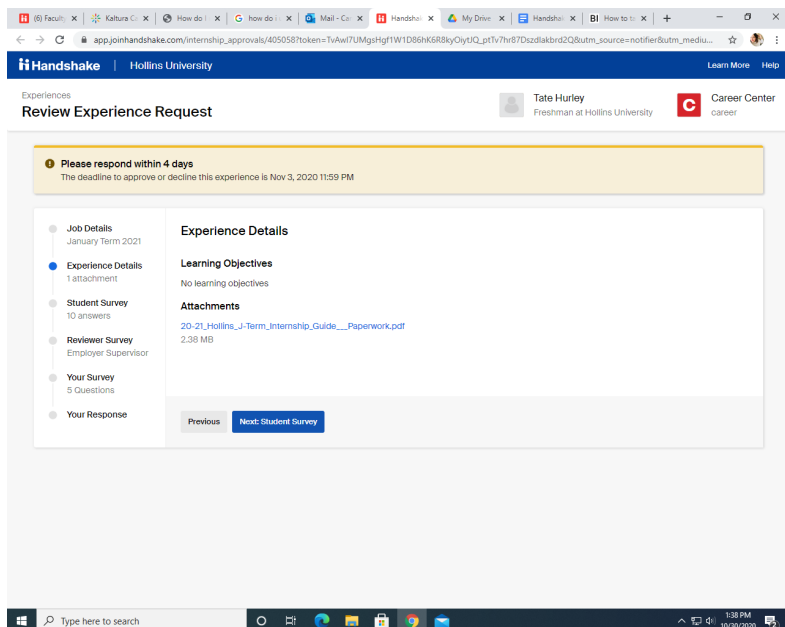
When registering an internship for credit, it is expected that the student confirms the aspects of the internship with their faculty *before* they start the registration process. The student should share the details of their internship with you, including what they will be doing and where they will be interning. Ideally, you will give your informal approval before they request your online approval and sponsorship for registration. We also suggest that you refer to our [internship paperwork](#), 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. To approve an internship in Handshake. **An email will arrive in your Hollins inbox**, notifying you that the student has submitted a request for your approval to sponsor the internship.
2. **Click Review Experience Request**, in your email. You will be taken to the pictured screen, which lists the details of the internship the student is applying for.
3. When finished reviewing these details, **click Next: Experience Details**.



4. On the **Experience Details page**, you will find links to the Hollins University internship paperwork that includes guidelines, hours, credits, and more information about internships.

Note: The student identifies learning objectives after they have submitted their experience. These are not required by the Career Center, but faculty may wish for the student to identify some learning objectives.





5. Select **Next: Student Survey**, where the student has provided the personal information needed to complete their internship, such as contact and housing information.

6. Click **Next: Reviewer Survey**

7. On the **Reviewer Survey** page, you will find the employer's information regarding the internship's location and details.

8. When finished reviewing the employer information, continue to the **Your Survey** page.



- In the **Your Survey** section, **provide the details required** by a faculty sponsor for a student to complete an internship.

Note: Be specific when listing your department, considering the area of study for the student's internship.

- When finished filling out your survey, click **Next: Your Response**.

- Select the appropriate box to **Approve or Decline** the internship experience.

Note: Faculty should review the employer's response and the student's response before submitting their approval.



12. If you are the **faculty advisor as well as the faculty sponsor** for the internship, you will receive a second email from Handshake in your Hollins inbox asking you to approve the experience a second time as the student's advisor.
13. **Click the link** in the email, to **review the details** once more and **select Approve Experience** button to approve as an advisor.

