

How to Provide Approval of a For-Credit Internship or Field Experience.

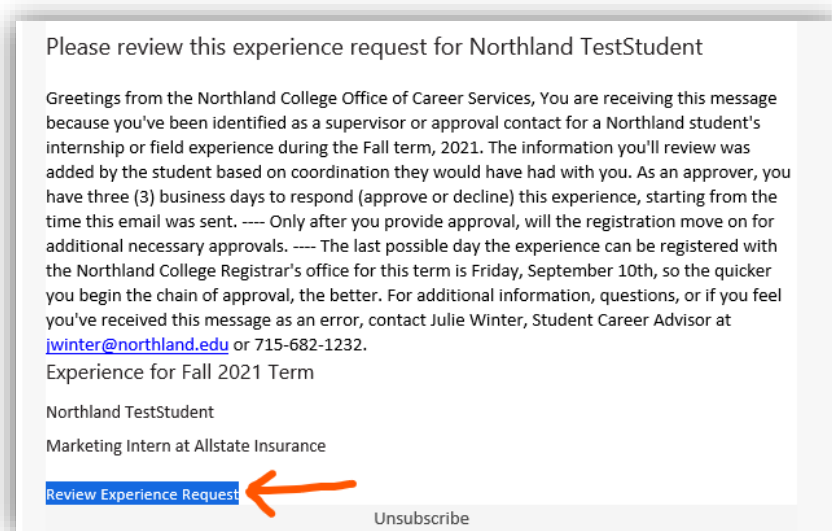
If a student chooses to register their internship or field experience for academic credit, they must submit all necessary information through the Handshake Experiences tool.

When a student submits an experience, it begins a chain of approvals. A reviewer won't receive their notification email (sent from Handshake) until the person prior to them has approved the experience. Each reviewer has **three (3) business days** to either approve or deny the experience.

- Approver/Reviewer #1 – Internship Supervisor
- Approver/Reviewer #2 – Faculty Supervisor
- Approver/Reviewer #3 – Student Career Advisor
- Approver/Reviewer #4 – Northland College Registrar

What the Approval Request Will Look Like:

1. **Internship Supervisors** (the first approvers) will receive an email from Handshake with the subject line: "Experience requested by [student name]".
 - Click on "Review Experience" to see the information submitted by the student and provide your approval or denial.




- Once taken to the experience in Handshake, you'll be able to review information the student submitted. You will also need to answer a few additional questions to ensure your organization and the position can be vetted, and you're aware of your responsibilities when serving in this role. If all the information submitted by the student looks good, you can approve on the "Your Response" page.


“Job Details” Information (submitted by the student). If you have a Handshake employer account, some information may have been pre-loaded from there. Use the blue “Next” buttons to progress through each page of the approval.

Handshake | Northland College Learn More Help

Experiences

Review Experience Request


 **Northland TestStudent**
Sophomore at Northland College

 **Allstate Insurance**
Marketing Intern

Please respond within 5 days
The deadline to approve or decline this experience is Aug 11, 2021 11:59 PM

- Job Details**
Fall 2021 Term
- Experience Details
3 learning objectives
1 attachment
- Student Survey
17 answers
- Your Survey
3 Questions
- Your Response

Job Details

 **Allstate Insurance**
Insurance

2343 West Montrose Avenue, Chicago, Illinois 60618, United States
111-222-3333
internshipsupervisoremail@allstate.com

Job Title	Marketing Intern
Department	Sales
Job Type	Internship - Part-Time
Salary	\$10.0 per hour
Acceptance Date	08/10/21
Duration	08/30/2021-12/01/2021 (3 months)

[Next: Experience Details](#)

“Experience Details” includes the student’s learning objectives. The responsibilities agreement can also be downloaded, which explains each person’s expectations for the experience.

Handshake | Northland College Learn More Help

Experiences

Review Experience Request

Northland TestStudent
Sophomore at Northland College

Allstate Insurance
Marketing Intern

ⓘ Please respond within 5 days
The deadline to approve or decline this experience is Aug 11, 2021 11:59 PM

- Job Details
Fall 2021 Term
- **Experience Details**
3 learning objectives
1 attachment
- Student Survey
17 answers
- Your Survey
3 Questions
- Your Response

Experience Details

Learning Objectives

- Gain an understanding of the day-to-day responsibilities of a professional marketing role to identify whether this is a career of interest for me after graduation.
- Increase my professional network with contacts developed through work with Allstate employees across several departments.
- Apply XYZ marketing approaches from my Northland College Business classes to increase brand recognition and sales of insurance policies through Allstate Insurance.

Attachments

[Internship_Experience_Responsibilities_Agreement.docx](#)
167 KB

Previous Next: Student Survey

“Student Survey” includes additional information the student shared, which is required for our academic credit registration process. They would have received some of this information from you, so please check over it carefully to ensure it’s all accurate.

Handshake | Northland College Learn More Help

Experiences Northland TestStudent
Sophomore at Northland College Allstate Insurance
Marketing Intern

Review Experience Request

Please respond within 5 days
The deadline to approve or decline this experience is Aug 11, 2021 11:59 PM

- Job Details
Fall 2021 Term
- Experience Details
3 learning objectives
1 attachment
- Student Survey**
17 answers
- Your Survey
3 Questions
- Your Response

Student Answers

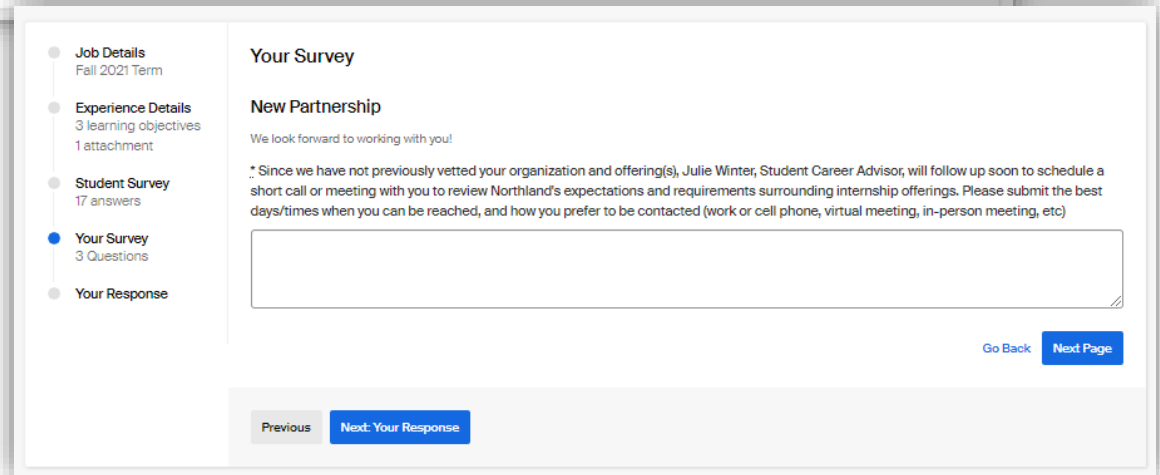
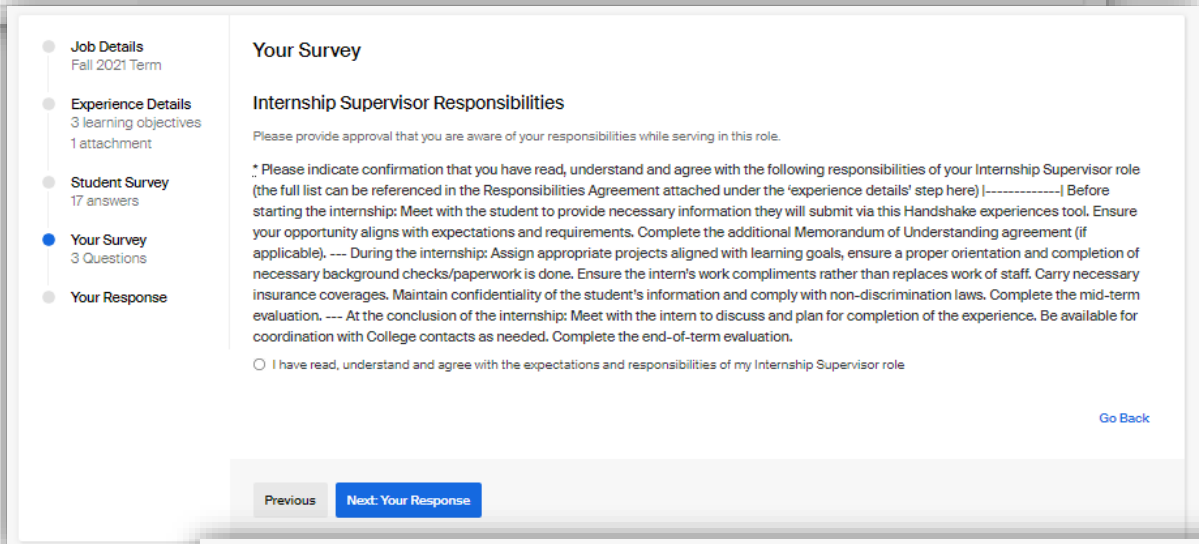
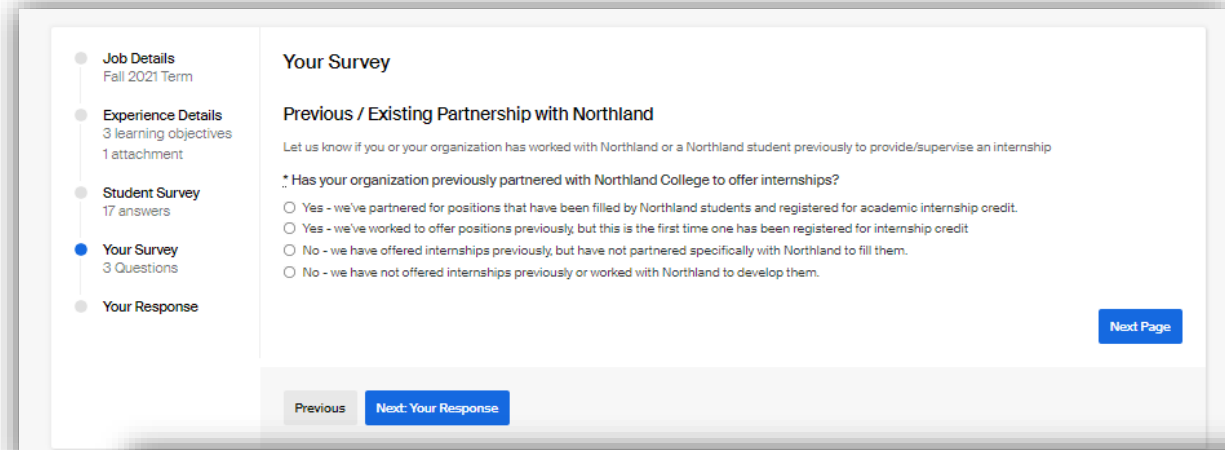
Survey Answers: Internship/Field Experience Roles

Your "Internship Supervisor" or "Field Experience Supervisor" is the person at the organization where you will complete your	I understand who my Internship Supervisor is for this experience, and what their duties are related to my learning and development.
See More	
Your "Faculty Supervisor" or "Faculty Instructor" is a professor who teaches in the department you register the	I understand who my Faculty Supervisor is for this experience, and what their duties are related to my learning and development
See More	
The Student Career Advisor is Julie Winter. Her role in internship registration is to help ensure all your paperwork is accurate and	I understand what the Student Career Advisor's role is in this experience, and know to contact her if I need help throughout this registration process.
See More	

Survey Answers: Site Information

What date will you start your experience? (cannot be prior to this experience being approved) . Please be sure to list a specific	8/30/21
See More	
End date. Please be sure to list a specific date. This date should be on or before the end-of-term date.	12/1/21
How many hours per week (on average) do you anticipate completing?	9
Is your experience paid or unpaid?	Paid (hourly)

“Your Survey” helps us verify all due-process has been completed for properly vetting the experience with your organization, and to make sure you’re fully aware of your responsibilities in the Internship Supervisor role.



If we haven't partnered with you previously, a short meeting with the Student Career Advisor will be required to ensure necessary state, federal and Northland-specific requirements and expectations are shared with you. If you are a for-profit employer offering an unpaid internship an additional memorandum of understanding agreement must also be signed.

“Your Response” This is the page where you convey either approval or denial of the experience. If you deny, it will halt the process and a notification will be sent to the student.

Approving an Experience:

If you approve, that will trigger an email notification to the next reviewer in line (Faculty Supervisor). All subsequent approvers and the student will be able to see you have approved the experience, and will also see your survey responses, and any comments you entered on the last “response” page before approving. If you notice a small typo or error that needs correcting but you don’t think it warrants a denial, make a note about the typo in the “Reason” comment box before approving. The Student Career Advisor can make the correction.

- A student’s experience will not be fully registered until all approvals have been secured. They may only begin to accrue hours for their position after they receive a final confirmation of registration email from the Northland College Registrar’s Office, which you will be copied on.

Denying an Experience:

If a student is missing or has not included accurate information related to the experience, this would be a reason for denying it. If you deny the request, please add a comment about why. Your denial will halt the process and a notification will be sent to the student and the Student Career Advisor. The student will meet with the Student Career Advisor to edit the necessary information, and then the request for approvals will be re-started.

The screenshot displays the Handshake interface for reviewing an experience request. At the top, the navigation bar includes the Handshake logo, 'Northland College', and links for 'Learn More' and 'Help'. Below this, the page title is 'Review Experience Request'. A yellow banner at the top of the main content area states: 'Please respond within 5 days. The deadline to approve or decline this experience is Aug 11, 2021 11:59 PM'. On the left, a sidebar lists navigation options: 'Job Details (Fall 2021 Term)', 'Experience Details (3 learning objectives, 1 attachment)', 'Student Survey (17 answers)', 'Your Survey (3 Questions)', and 'Your Response' (which is currently selected). The main content area is titled 'Response' and features a blue icon of a building with the text 'What do you think?' and the instruction 'Please choose whether to approve or decline this experience below.' Below this is a text input field labeled 'Reason (Optional)'. At the bottom of the page, there are three buttons: 'Previous' (grey), 'Decline' (red), and 'Approve Experience' (green).