

## 4 SIMPLE STEPS TO THE ELM INTERNSHIP PROCESS

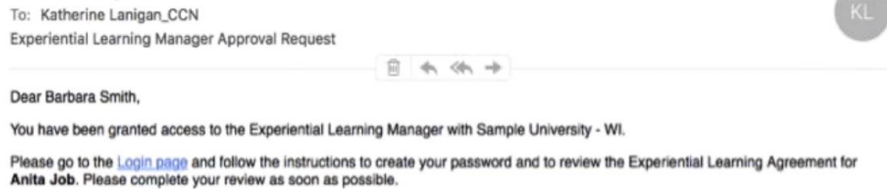
### *Faculty Edition*

The Experiential Learning Manager is a new tool developed with Career Services Network. This tool will allow the student internship process to become digital. Your job, as a faculty member, will be to approve or deny any internships that you agree to sponsor through the online tool. This new process will be simpler to use and will allow you to access all of your sponsoring internships in one clear space. Use the guide below to help you navigate the new online tool and feel free to reach out to Clarissa Arbuckle with any further questions!

### **STEP ONE: Keep an eye out for emails**

You have been added to the faculty member list where students can select you to become their internship sponsor. Once a student completes an internship application and has filed you as the sponsor, you will receive an email that looks like the following:

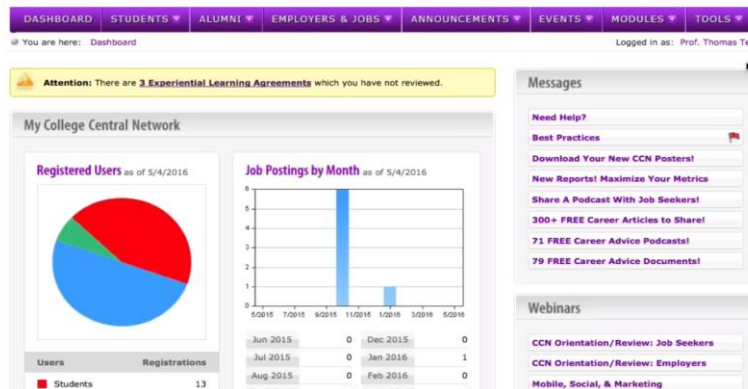
First automatic email sent to Faculty/Staff approvers:



This email will direct you to a login page where you can create your account password and gain access to internship applications. Once you complete the login steps, you will be able to access all internships students have listed you as their sponsor.

### **STEP TWO: Locate Agreements Pending Review**

Once you have logged in you will be brought to your home page which is known as the “Dashboard”. This is the most important page, because it will show you how many internships you have to review.



Notice the **ATTENTION** item in the bright yellow bar at the top of the page. This is simply asking you to approve or deny an internship from a student. Any time that a student submits an internship, you will see this notice at the top of your page. To navigate to the internship application, simply click on “**Experiential Learning Agreements**” in purple.

**IMPORTANT:** All internship submissions are on a deadline. Please be mindful of the deadline and approve or deny the submission before the deadline arrives. Each deadline will be sent with the initial email.

### STEP THREE: Review Agreement

Once you have selected the notification prompting you to review agreements for submission, you will be brought to this page:

**Experiential Learning Agreements**

**Agreements that require your review**

Click on the name of the applicant to review the Experiential Learning Agreement.

Applicant Name	Company Name	Job Title	Semester/Year
<a href="#">Sally Jones</a>	Salesforce.com	Systems Intern	Winter 2016
<a href="#">John Cleary</a>	MPS	Teachers Assistant	Winter 2016
<a href="#">Mike Thornton</a>	Hunger Task Force	Non Profit Business Shadow	Summer 2017

**On Hold Agreements**

The Experiential Learning Agreements for the following students require additional administrator review. You will be notified shortly about the change in the agreements status.

Student	Job Title	Term
Anita Job	Nursing Residency	Fall 2014
Sally Jones	Lab Assistant	Summer 2017
Sam Newhouse	Accounting Intern	Winter 2016

The above page is where all of your internship agreements will be stored. Here you will find internships that are pending review, internships that you have approved, and internships that are on hold (that you have denied). To review an agreement, click on the student’s name. Once you have chosen a name, you will be brought to the following page. This page is the agreement that the student submitted for review.

**Experiential Learning Agreement for:**

Name	Access ID	Status	Work Status
Sally Jones	wistudent2	Student	U.S. Citizen

**Current Work Flow**

Step	Approver Type	Approver	Status
1	Faculty/Staff	Prof. Thomas Test	Pending

**Agreement Details**

**Student Section**

Semester	Winter
Year	2016
Major	Computer Science
Job Title	Systems Intern
Company Name	Salesforce.com
Supervisor Name	B Smith

## **STEP FOUR: Approve or deny internship and submit**

After reviewing all of the information that the student entered into their internship application, scroll to the end to approve or deny it. There will also be a box to provide any notes, if you feel something in the application needs to be changed. Once you have approved or denied the application, simply hit the purple "Submit Review" button and you have completed your part for this new internship process!

The screenshot shows a web form for reviewing an internship application. The form fields are as follows:

- Job Title:** Systems Intern
- Company Name:** Salesforce.com
- Supervisor Name:** B Smith
- Supervisor Email:** klanigan@collegecentral.com
- Agreement:** A checkbox with the text "By Checking the box below, I agree to the terms specified on my experiential learning agreement".
- Review Instructions:** "Please Review and Submit the form below". "After reviewing the form, please click the **Approved** or **Not Approved** radio button. If you choose to **Approve** the Agreement, please select **Approved** radio button below. If there is an issue with the Agreement, please select **Not Approved** radio button and enter your comments as to why you did not approve the ELA and recommendations on how to correct it. Your comments will not be viewable by the student."
- Agreement Review\*:** Two radio buttons: "Approved" and "Not Approved".
- Review Notes:** A large text area for entering comments.
- Course Number\*:** A dropdown menu.
- Submit Review:** A purple button at the bottom.

### **#1 Reason Why We are Going Digital**

#### Previous Cost of Internships:

Each internship application is about 8 pages long, including the evaluation form. We make 3 copies of this form to send to the faculty sponsor, the employer and to the student. That equals 24 pages of paper used to submit one application.

We use three envelopes to send the copies to the sponsor, employer and student. We also use one stamp for the copy to be sent outside of the building to the employer.

24 pages of paper @ .10 cents a copy	\$2.40
3 envelopes @ \$1 / each	\$3.00
1 stamp / .55 cents each	\$0.55
Total per internship:	\$5.95

Last year we had 68 internships between the fall and spring semesters. We average about 70 per academic year and about 30 per summer.

**That is about 100 internships a year; 2,400 pages of paper; 300 envelopes and 100 stamps.**

**100 internships X \$5.95/internship = \$595 we can save by going digital**