

## Internship Approval Process for Faculty

Step 1: You will receive an email from Handshake with the subject line, Experience requested by Student Name.



### Please review this experience request for Maddie Heath

Please respond promptly to ensure this internship is approved in a timely fashion. If you have any questions, please reach out to Madeline Tympanick at [mpheath@ncf.edu](mailto:mpheath@ncf.edu).

#### Experience for Spring 2020

Maddie Heath


Test Internship Final at New College of Florida On-Campus & Local Student Employment

[Review Experience Request](#)

Step 2: Click Review Experience Request in the email to view the information that the student submitted about the internship.

- Job Details  
Spring 2020
- Student Survey  
5 answers
- Your Survey  
1 Questions
- Your Response

### Job Details



New College of Florida On-Campus & Local Student Employment  
Higher Education

5800 Bay Shore Road, Sarasota, Florida 34243, United States

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Job Title	Internship Test
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Step 2: When you click to the next page, you will see "No learning objectives". Please ignore that and continue to the Student Survey.

- Job Details  
Spring 2020
- Student Survey  
5 answers
- Your Survey  
1 Questions
- Your Response

### Experience Details

**Learning Objectives**  
No learning objectives

**Attachments**  
No attachments

[Previous](#) [Next: Student Survey](#)

Step 3: Review the student survey that includes the internship session, project(s), and learning objectives.

**Student Answers**

**Survey Answers: Internship Session & Project(s)**

What session do you plan to complete?	Full Term (A = at least 12 hrs/wk)
Please provide a brief overview of your internship project(s).	Projects will include...

**Survey Answers: Internship Learning Outcomes**

Learning Objective 1	n/a
Learning Objective 2	n/a
Learning Objective 3	n/a

[Previous](#) [Next: Your Survey](#)

Step 4: Next, you will need to complete your section of the form, the Faculty Sponsor's Expectations.

**Your Survey**

**Faculty Sponsor's Expectations**


The academic component of a for-credit internship should include an opportunity to reflect on and communicate the skills and experience gained from the internship through activities such as journaling, creating a blog or portfolio, podcasting, presenting work, etc. How could the student intern demonstrate theory/knowledge learned in the classroom that was applied to real, practical work project(s) in a professional setting?

During this internship, I would like the intern to complete...

[Previous](#) [Next: Your Response](#)

Step 5: Finally, you choose to either approve or decline this internship experience request. Please leave a reason if you decline, so that the student can work to make the appropriate changes necessary for approval, if possible.

**Response**



**What do you think?**

Please choose whether to approve or decline this experience below.

Reason (Optional)

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