

Employer Instructions

Approving an Internship Experience

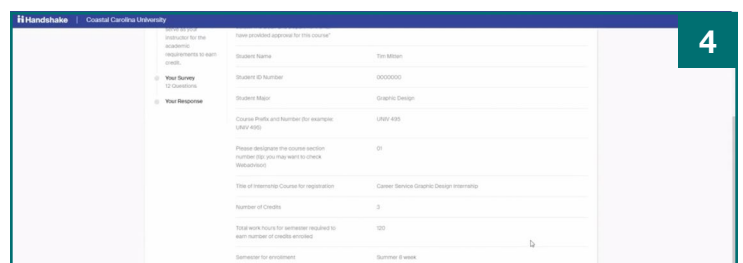
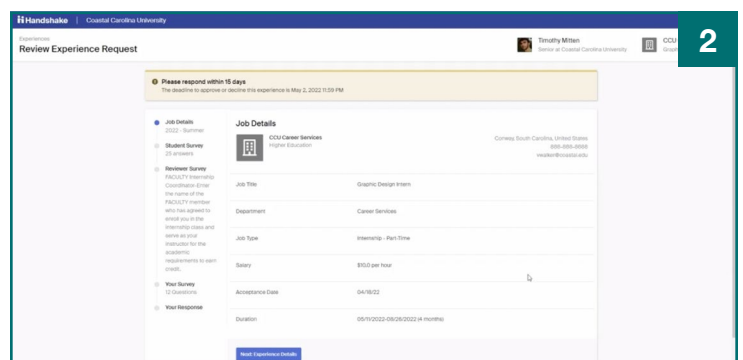
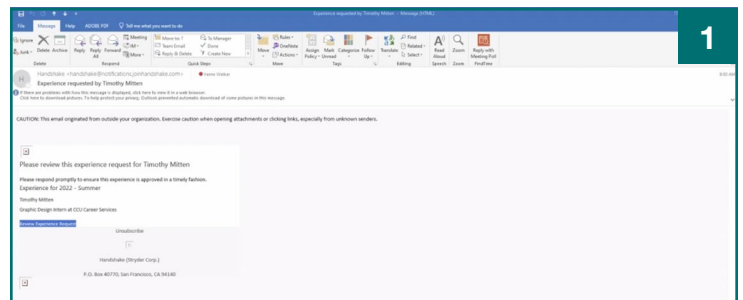
Have an intern who's looking to get their internship experience approved for credit? Here's how you start. Our request/approval process is through Handshake and requires you to complete online forms regarding the internship, so that they can be approved for academic credit.

Before Approving the Request

- Review the [Learning Contract Worksheet](#) link with your student intern and discuss the details of the internship with them.
- Always feel free to **reach out** to the University Internship Director, Karen Arnie, at karnie@coastal.edu for assistance and any questions with this process!

Approving the Experience Request

1. When it is your turn in the process to submit an approval, you will receive in e-mail from Handshake. Navigate to this e-mail and select "Review Experience Request" at the bottom of the e-mail (This will open up Handshake). If you do not see the e-mail make sure to check your spam/junk folder.
2. This first page includes basic information about the job details. Once you have reviewed the information, click "Next: Experience Details."
3. On this next page titled "Experience Details," there will be nothing listed since the information was input by the student in the student survey. Simply click "Next: Student Survey."
4. Review the information input by the student in this Student Survey. Once you have verified everything is correct, click "Next: Your Survey."
5. Input information into this Employer Survey and initial to indicate your agreement accordingly. Once everything has been filled out, click "Next: Your Response."



6. On this last page, you do not have to enter any information. If you have input everything correctly, click “Approve Experience.”
7. You have now completed your step in the approval of your student intern’s experience!

Handshake | Coastal Carolina University

Review Experience Request

Timothy Mitten
Faculty @ Coastal Carolina University

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Please respond within 15 days
The deadline to approve or decline this experience is May 2, 2022 11:59 PM

Job Details
2022 - Summer

Student Survey
25 records

Reviewer Survey
FACULTY member
Coordinator/Chair
You are one of the FACULTY member with this approval. Only you in the department chair and you as your supervisor for the experience are required to sign each.

Your Survey
15 questions

Your Response

Your Survey

Page 1

Thank you for working with Coastal Carolina University's Internship program. In the box below, please indicate the name of the CCU student you are directly supervising for this internship.

Please review the job description and the 25 three learning objectives the student has set for this internship.

All the end of the semester, you will be asked to verify intern work hours and complete an electronic evaluation of the intern's work performance. This will arrive through our online Handshake system. Please indicate below if you agree to complete this step in the process.

In order to proceed with the internship approval, Coastal Carolina University requires that we collect the demonstration of understanding from our employees. Please respond to the following questions and indicate your agreement via your initials in the PUFORSA, Joint Responsibilities, Responsibilities of the University, and Responsibilities of the Agency for this Internship MOU. This agreement is between Coastal Carolina University (CCU), Handshake, Career (HR)ISST, and your Agency/Organization (insert the correct AGENCY).

Please indicate the full name of your organization/agency including any additional names under which you do business.

➔ Approve Experience

➤ Want to see more about the process? Feel free to check out the student or faculty instructional documents and videos. This is not required, but will give you a better understanding of what happens before your step in the process.