

Faculty Instructions

Approving an Internship Experience

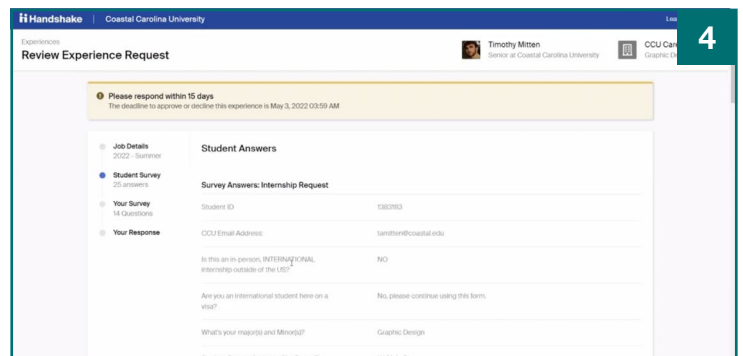
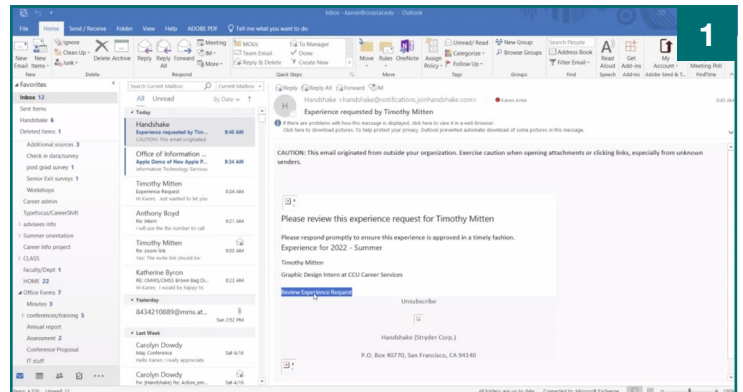
Have a student who's looking to get their internship experience approved for credit? Here's how you start. Our request/approval process is through Handshake and requires you to complete online forms regarding the student's internship, so that they can be approved for academic credit.

Before Approving the Request

- **Talk with your student** regarding the details of their internship and encourage them to reach out if they have any questions.
- 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. You should receive an 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: Reviewer Survey."
5. Review the information input by the employer in this Reviewer Survey. Once you have verified everything is correct, click "Next: Your Survey."



6. Input information into this Faculty Survey and initial to indicate your agreement accordingly. Once everything has been filled out, click “Next: Your Response.”
7. On this last page, you do not have to enter any information. If you have input everything correctly, click “Approve Experience.”
8. You have now completed your step in the approval of your student’s experience!

Handshake Coastal Carolina University

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Job Details
2022 - Summer

Student Survey
25 Questions

Your Survey
14 Questions

Your Response

Your Survey

Internship Course Registration Information

Please initial your acknowledgement below: The Dean and Department Chair have provided approval for this course*

You please continue to complete this form
 No, please contact your Chair and Department Chair for instructions and approval for course registration.

* Student Name
Tim Milton

* Student ID Number
0000000

* Student Major
Graphic Design

* Course Prefix and Number (for example: UNIV 498)
UNIV 498

* Please designate the course section number (if you may want to check WebAdvisor)

* Title of Internship Course for registration

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