

FACULTY GUIDE: EXPERIENCE IN HANDSHAKE

Adrian College
Institute for Career Planning



Sponsoring an Internship

How to Approve an Internship for Credit Through Experiences in Handshake

1. *You do not need a Handshake account to be a faculty sponsor for a student's internship.*
2. *The student will create the Experience online.*
3. *An email will be sent to you from Handshake: Subject: Experience requested by Jane Smith (Name of student requesting).*
4. *Click the button to Review Experience Request, this will open the Experience for you in a new tab.*
5. *Review the Experience Details and attachments.*
6. *Approve or decline the Experience with an optional comment.*

Note: As a faculty sponsor, you will want to review the job description with your student to ensure it meets the established criteria (criteria is attached in the request).

Completing the Process

1. Once the Experience has been approved by the site supervisor, faculty sponsor, and the department chair, the student will be notified of the approval automatically by Handshake.
2. Upon approval, Career Planning will submit the information the Registrar's office.
3. The Registrar's office will add the internship to the student's schedule (for May/Summer term, students must pay for the credits before the internship is added to their schedule).

Note: As a faculty sponsor you will create a syllabus and set goals with the student. It is the student's responsibility to give Career Planning a copy of the syllabus prior to the first day of classes. If the student doesn't provide it, we will request a copy of the syllabus from the faculty sponsor.

During the Internship

1. Faculty sponsors are encouraged to check in with the site supervisor throughout the semester.
2. Students will be required to log their onsite hours and get signatures confirming the hours from their site supervisor and must also follow the syllabus to complete the academic work assigned.

Have Questions?

Contact: Career Planning

careerplanning@adrian.edu 517-265-5161 x4392