

Internship Paperwork Workflow

Student – Refer to the Timeline & Checklist for Registration printable PDF. Find your major’s Student Learning Outcomes & Objectives and Activities on the Center for Career Development website>Internships>Manuals & Forms with it and find it again.

Student- Communicate and work with your Faculty Supervisor and your Site Supervisor to complete your Objectives and Activities until they are approved.

Faculty Supervisor- Work with the student to complete and approve Objectives and Activities and make sure they have the details and contact information they need for the ILA web form.

Student- **Fill out** the ILA-Internship Details and Contact Information web form (Center for Career Development website>Internships>Manuals & Forms)

Student- **Attach** approved Student Learning Outcomes & Objectives and Activities document to the web form

Student- **Submit** the completed web form with attached Student Learning Outcomes & Objectives and Activities document

Coordinator of Internships- Will review the web form and recommend the entire Internship Learning Agreement be sent for signatures through Adobe Sign, using the contact information provided on the web form. If there are errors that cannot be corrected, the student may be asked to resubmit the web form.

Dean’s Secretary- Will create and send the ILA in adobe sign. If necessary, they will process the paperwork so liability insurance can be set up for the internship site.

Signature Workflow: Student—Faculty Supervisor—Dept Chair -- Dean -- Site Supervisor

Dean’s Secretary- Once all signatures are obtained on the Internship Learning Agreement and any necessary paperwork is finalized for liability insurance, the Dean’s Secretary will register the student for the internship and notify the student, the Faculty Supervisor and the Site Supervisor through e-mail.