

How to Approve an Experience (as an Employer)

You are not required to have a Handshake account to be able to approve Experience requests.

Approval Process

1. Approval request email sent to Reviewer

Please review this experience request for Laura

Please review your responsibilities as well as the learning goals and objectives the student indicated on their request. If changes are necessary, please contact the student. We ask that you respond promptly to ensure this experience is approved in a timely fashion.

Experience for Spring 2020

Laura

Marketing Intern at Albright College

[Review Experience Request](#)

[Unsubscribe](#)




2. Click the button to **Review Experience Request**, this will open the Experience Approval form in a new tab

- **Note:** if you have a Handshake account, you can be logged in or out to complete this review

3. Review the Experience Details (Job Details, Student Survey, and Faculty Advisor Survey including course information)

- **Job Details**
Spring 2020
- **Experience Details**
3 attachments
- **Student Survey**
15 answers
- **Your Survey**
10 Questions
- **Your Response**

Job Details

 **Albright College**
Higher Education

1621 N 13th St, Reading, Pennsylvania 19604, United States
(610) 921-7630
elcdc@albright.edu

Job Title	Marketing Intern
Department	Experiential Learning and Career Development Center
Job Type	Internship - Part-Time
Salary	\$8.0 per hour
Acceptance Date	12/20/19
Duration	01/27/2020-05/08/2020 (3 months)

[Next: Experience Details](#)

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Experience Details

Learning Objectives

No learning objectives

Attachments

[US_Dept_of_Labor_Fact_Sheet_71.pdf](#)

30 KB

[Five_Tips_for_the_First_Day_of_Your_Internship.pdf](#)

61.8 KB

[15_Best_Practices_for_Internship_Programs.pdf](#)

68.6 KB

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[Next: Student Survey](#)

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Student Answers

Survey Answers: Student Internship Agreement for Academic Credit

Date of Internship January 27 - May 8, 2019

Internship Position Description The ELCDC is seeking a marketing/social media intern to develop and execute a marketing plan utilizing social media and alternative formats to increase awareness

Survey Answers: Student Responsibilities

Complete the Student Internship Agreement via Handshake for Academic Credit and have approval from my Yes

[See More](#) ▼

Conduct my own due diligence with regard to a particular internship site and working conditions. Yes

Perform to the best of my ability those tasks assigned by my site internship supervisor which are related to my learning Yes

[See More](#) ▼

Follow all the rules, regulations and normal requirements of this placement's organization. Yes

Fulfill the academic learning objectives required by the Department and/or my supervising professor. Yes

Notify the Experiential Learning and Career Development Center and my supervising professor of any changes I need to make Yes

[See More](#) ▼

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Faculty Internship
Supervisor
- Your Survey
12 Questions
- Your Response

Reviewer Survey

Faculty Internship Supervisor
Albright College

Laura Kline
lkline@albright.edu
(610) 921-7630

Reason For Approval

No reason provided

Survey Answers: Supervising Professor Responsibilities

I agree to work with the student to
formulate concise, clear goals and learning
objectives for the Internship and if for

Yes

[See More](#) ▾

I will provide a syllabus to the student prior
to the start date of the Internship and
ensure that the student understands

Yes

[See More](#) ▾

I agree to contact the student during the
Internship to provide guidance and
support

Yes

Survey Answers: Course Information

Academic Department

Business Administration

This internship will count as:

Elective Credit

If for Academic Credit, what course level
should be assigned?

382

[Previous](#)

[Next: Your Survey](#)

4. Click on Next: Your Survey

5. Review your responsibilities as an employer internship supervisor.

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Faculty Internship Supervisor
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Your Survey

Site Internship Supervisor Responsibilities

Albright College appreciates your participation in our Internship Program. Your role is integral to the student's internship experience and success. As a site internship supervisor for this Internship, you agree to:

* I have read, understand and will abide by the site internship responsibilities described above.

Yes
 No

* I agree to provide a position description to be used by the supervising professor and the student intern to determine the appropriateness of the Internship.

Yes
 No


* I agree to discuss the responsibilities and parameters of the Internship with the student intern

Yes
 No

6. Approve or Decline the Experience with an optional comment

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Response



What do you think?

Please choose whether to approve or decline this experience below.

Reason (Optional)