

ONLINE PROCESS FOR INTERNSHIP AGREEMENT AND EVALUATION

Student Instructions

Agreement Form:

1. Student Sign In for Internship Agreement –

<http://www.gvsu.edu/careers/index.cfm?action=internship.agreement>

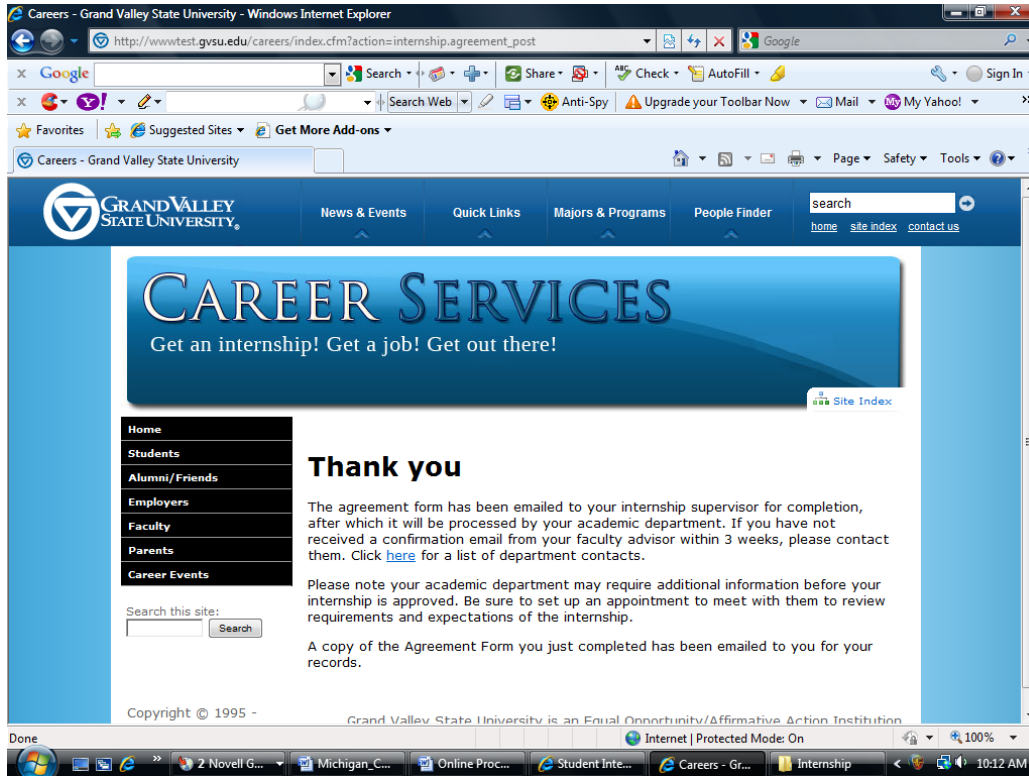
The screenshot shows the 'Sign In' page of the GVSU Career Services website. The page features a navigation menu on the left with options like Home, Students, Alumni/Friends, Employers, Faculty, Parents, and Career Events. The main content area has a 'Sign In' heading and a message: 'Please sign in with your GVSU username and password to create your internship agreement.' Below this are two input fields for 'Username:' and 'Password:', followed by a 'Continue' button. A search bar is located at the bottom left. The browser's address bar shows the URL: <http://wwwtest.gvsu.edu/careers/index.cfm?action=internship.login>. The taskbar at the bottom shows several open applications, including 'Z Novell G...', 'Michigan_C...', 'Online Proc...', 'Student Inte...', 'Careers - Gr...', and 'Internship'.

Enter your GVSU Username and Password

2. Complete all required fields (required fields are marked with an *).

The screenshot shows the 'Internship Agreement' form on the GVSU Career Services website. The page has a navigation menu on the left with options like Career Services Home, Career Events Home, Students, Alumni/Friends, Employers, Faculty, and Parents. The main content area has an 'Internship Agreement' heading and a message: 'This form is to be completed after you have been offered and have accepted an internship.' Below this is a 'Student Information' section with the note 'All fields are required'. The form contains several input fields, some with asterisks indicating they are required. The fields are: *Student Name (filled with 'Rachel Becklin'), *Student G# (filled with 'G00000000'), *Local Phone Number (with a note '(e.g.: 123-456-7890)'), *Local Student Address, *City, *State (filled with 'Michigan'), *Zip Code, *Major or Minor (with a dropdown menu), *Internship Coordinator (with a dropdown menu), *Courses completed in major (with a text input field and a note 'Give course prefix and number. Ex: CAP 220'), *Compensation (with a text input field and a '\$' symbol), *Overall GPA (filled with '0.000'), *Class Standing (with a dropdown menu), and *Desired Credits for Internship (with a dropdown menu). The browser's address bar shows the URL: http://gvsu.edu/careers/index.cfm?action=internship.agreement&CFID=27915463&CFTOKEN=31843346&jsessionid=xkWW547WSJK0rKBKWFYF0_. The taskbar at the bottom shows several open applications, including 'S' and 'ME'.

3. When complete your information will be sent to your Internship Employer for verification.



4. Once your employer has verified your internship, your Faculty Internship Coordinator will be notified to approve/deny your Agreement Form. When approved, you will receive the following e-mail:

Dear [Student Name]:

The Internship Agreement Form you completed for your [Semester Year] internship has been approved by your faculty internship advisor, [Internship Coordinator's Name]. A permit has been entered in Banner, however you still must register for your internship. If you are having difficulty please contact the [Academic] department.

To view an up-to-date copy of your agreement, please visit:

http://wwwtest.gvsu.edu/careers/index.cfm?action=internship.agreement_detail&agreementId=5786E4B9-C5E9-21A7-ACA39343B2AE3F2D&accessCode=5786E4B7-CD8F-B08E-3A982195B860C3BA

Thank you for participating in GVSU's internship program

NOTE: The link provided in the above email will send you to an up-to-date copy of your Internship Agreement. If any information on that form changes, please contact your Faculty Internship Coordinator.

5. Register for your internship in Banner (generally you select your major's prefix, 490, and choose the section that matches the number of credit hours you're to receive ie: if you are an Adv/PR major receiving three credits, you would register for: CAP 490 03. ***Check with your academic department to make sure you are registering for the correct semester/section)**

Internship Evaluation:

1. You will receive the following e-mail three weeks prior to the completion of the semester you indicated on the Internship Agreement.

Dear [Student Name]:

Congratulations on completing your internship for the [Semester Year] semester. As a requirement for your grade, it is necessary for you to fill out an evaluation, which can be found at http://wwwtest.gvsu.edu/careers/index.cfm?action=internship.student_evaluation&agreementId=5786E4B9-C5E9-21A7-ACA39343B2AE3F2D&accessCode=5786E4B7-CD8F-B08E-3A982195B860C3BA. This evaluation must be completed as soon as possible.

Also, don't forget to submit your internship experience on the Experience Matters! website, www.gvsu.edu/experiencematters, as well as complete any additional assignments required by your academic department.

Thank you for participating in GVSU's internship program!

NOTE: The link in the email is specific to you and connected to your Internship Agreement Form. The only way to access it is through the link provided in the above email.

2. At the same time, your Internship Supervisor (whom you indicated on the Internship Agreement) will also receive an email and will be asked to complete an evaluation of you.

NOTE: If you or your supervisor do not receive an evaluation email, please contact your Faculty Internship Coordinator.

3. Be sure to check with your specific major/school about other requirements, such as a written essay about your internship experience, that must be turned in to your Faculty Internship Coordinator before you will receive credit.