IMS FACULTY INSTRUCTIONS

The Internship Management System (IMS) provides a secure and paperless location for all internship agreement forms and evaluations.

Below is quick snapshot of how IMS manages Internship Agreement Forms:

Student completes Internship Agreement Form	→	Faculty Internship Coordinator provides initial approval	→	Site Supervisor verifies internship	→	Faculty Internship Coordinator provides final approval
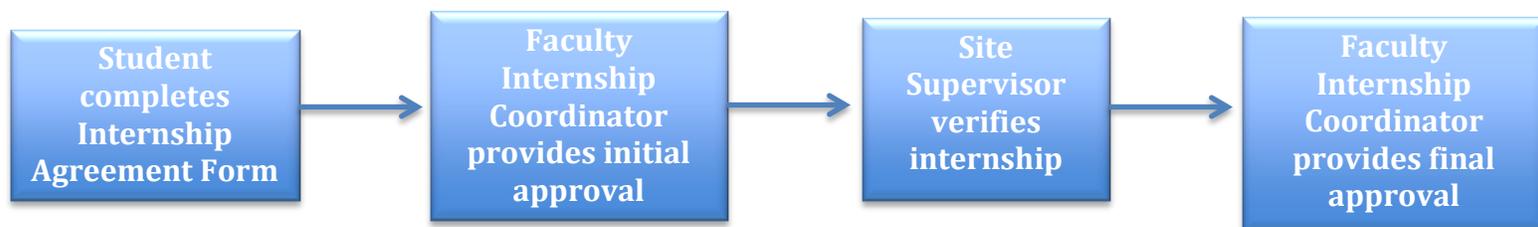
INTERNSHIP AGREEMENT FORMS:
- Students sign into http://www.gvsu.edu/careers/ims-login.htm with their GVSU network ID and password.
- They select New Internship if completing the form for a new internship experience. *If you need the student to edit something on their form before providing initial approval the student can return to the form and make the correction by selecting the appropriate internship experience.*

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Choose Agreement | Logout

GVSU Internship Management System

All required fields are marked as **(required)**.

— Select Internship —
Choose Existing or Create New Internship: **(required)**
[New Internship   ▼]

[Continue »]

- Once a student submits the form, you will receive an email indicating you have an agreement awaiting approval.
- Log into IMS admin page at http://www.gvsu.edu/careers/ims/admin/. Use your GVSU network ID and password. ***It is highly recommended to use FireFox or Google Chrome Internet browsers when using this system.***

- When logging into the system, you will see the information below. *(Note, you will only see students in the majors assigned to you)*
- You can see the different stages of an agreement form by changing the "Status"

- To provide initial approval, select the green Approve Student button. This will prompt the system to send a request to the employer for verification.
- If you would like the student to make edits to the form before approving, select the orange Send to Student button. You can then enter instructions for the student on what needs to be corrected.

- You will receive another email once the employer has verified the agreement.

- To provide final approval, click the green Final Approval button.
- If the employer does not agree to the agreement form, you can select the orange Send to Student button again, informing them of this

    In addition to approving, you can also edit, view, and archive agreements.

EVALUATION FORMS:

- IMS will automatically send out evaluation requests 2 weeks prior to the end of the semester to both students and employers.
- You will receive email notification when they have been completed.
- You can also manually send out requests at any time.

OTHER IMS FEATURES:

- **Reports**: You can export student agreement forms, and student and supervisor evaluations into Excel workbooks.
- **Mass Emails**: You can email all supervisors and students in a given semester. This is a great way to connect with employers if you are unable to conduct site visits.
- **Input Agreement Form Manually:** You can manually enter a student's agreement form if necessary.

This dropdown contains multiple actions- select action and click Go

Internships

[+ New Internship]

Export Internship Agreements to Excel ▼ [Go]

- **Customized System Emails**: You are able to create custom instructions in the automatic emails that go to students and employers. *(Note, all students assigned to you will receive the same emails).*
  - Click "Majors" on top toolbar then "Edit" button…be sure to save changes.

System Emails

You can add text to emails being sent out of the system. Leaving a box empty will not include it in the emails.

Student Internship Submission

This email is sent to the student after they have submitted the initial agreement form. This may include additional steps required by your department such as acknowledgement of the position on company letterhead.

Dear StudentName,

The Internship Agreement form you recently submitted for Employer will be reviewed by your academic department, after which it will be emailed to your internship supervisor for verification, then processed by your faculty internship coordinator for completion. If you have not received a confirmation email from your faculty internship coordinator, AdvisorName, within three weeks, please contact them. Click here for a list of department contacts.

Please note your academic department may require additional information before your internship is approved. Be sure to check with them to review requirements and expectations of the internship.

Thanks!
GVSU Career Center

- **Conduct Various Searches** (select Filter after criteria has been entered)

- **Access OLD IMS Site:** Agreements and evaluations will still be available on the old IMS site (Fall 2009 to Spring/Summer 2014).

- **Customized Evaluations:** Departments can add up to 5 open ended questions to the end of the student and employer evaluations. These questions will be placed on all evaluations going out to students within your selected major. Please send requests to Rachel Becklin, becklira@gvsu.edu