

# Online Process for Internship Agreement

1. Student Sign In for Internship Agreement –  
<http://gvsu.edu/careers/index.cfm?action=internship.login>

The screenshot shows the 'Sign In' section of the GVSU Career Services website. The page title is 'CAREER SERVICES' with the tagline 'Get an internship! Get a job! Get out there!'. A navigation menu on the left includes Home, Students, Alumni/Friends, Employers, Faculty, Parents, and Career Events. The 'Sign In' section contains the following text: 'Please sign in with your novell username and password to create your internship agreement.' Below this are two input fields: 'Username:' and 'Password:'. A 'Continue' button is positioned below the password field. A callout box on the right side of the page, with an arrow pointing to the username field, contains the text: 'Novell User Id and Password (Your GVSU login info)'. At the bottom of the page, there is a search bar and a copyright notice: 'Copyright © 1995 - 2009 Grand Valley State University is an Equal Opportunity/Affirmative Action Institution'.

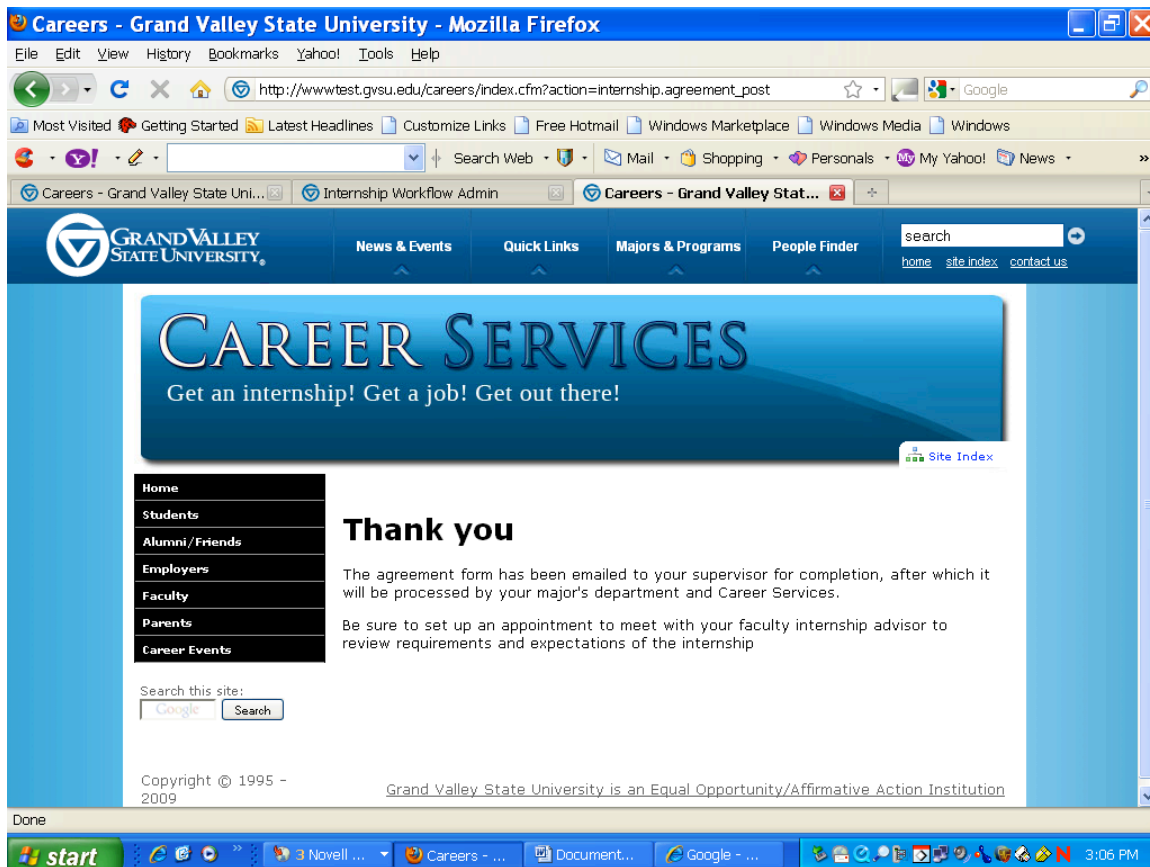
2. Complete all required fields.

The screenshot shows the 'Internship Agreement' form on the GVSU Career Services website. The page title is 'Internship Agreement' and the section is 'Student Information'. A note states: 'All fields are required'. The form contains the following fields and values:

*Student Name:	Carol Coffey
*Student G#:	G00023647
*Local Phone Number:	616-895-4036
*Local Student Address:	10913 Timberline Dr
*City:	Allendale
*State:	Michigan
*Zip Code:	49401
*Major: in which you are receiving internship credit	
*Advisor:	

At the bottom of the page, there is a search bar and a copyright notice: 'Copyright © 1995 - 2009 Grand Valley State University is an Equal Opportunity/Affirmative Action Institution'.

3. When complete your information will be sent to your school/department internship coordinator for verification.



4. When approved, you will receive the following via e-mail:

Dear (student name) ,

The Internship Agreement Form you completed for your Winter 2010 internship has been approved by your faculty internship coordinator. A permit has been entered in Banner for you to register for internship credit—YOU MUST STILL REGISTER to receive credit. The specific section depends on the number of credits you want for internship (eg. 3 credits would be section 3). If you have not received the permit number to register for the Internship class, please contact the [MAJOR] department.

### 5. Internship Evaluation Process:

You will receive the following e-mail just prior to the completion date of the internship that you indicate on the Internship Agreement.

Dear \*student name),

Congratulations on completing your internship for the Winter 2010 semester. As a requirement for your grade, it is necessary for you to fill out an evaluation, which can be found at [http://www.gvsu.edu/careers/index.cfm?action=internship.student\\_evaluation&agreementId=E4DA41BD-0BC1-E118-6CC045F2CAF15D23&accessCode=E4DA418F-E131-49B4-5597744FE2CF7CBE](http://www.gvsu.edu/careers/index.cfm?action=internship.student_evaluation&agreementId=E4DA41BD-0BC1-E118-6CC045F2CAF15D23&accessCode=E4DA418F-E131-49B4-5597744FE2CF7CBE). 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](http://www.gvsu.edu/experiencematters), as well as complete any additional assignments required by your academic department (**The School of Communications requires a 1,000 word essay relating what you did and learned in the internship and how it relates to your coursework. Further instructions are on SOC Internships in blackboard or the School of Communications Web site: [www.gvsu.edu/soc](http://www.gvsu.edu/soc)**). Thank you for participating in GVSU's internship program!

Below is an example of what your evaluation will look like

# CAREER SERVICES

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## Student Evaluation of Internship

### Section I

Student Name: Christopher Farber  
 Date of Internship: 10/27/09 to 10/31/09  
 Internship Organization: 123123  
 Supervisor Name: supervisor  
 Internship Responsibilities: aoeu

### Section II

#### Classroom Preparation:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
My coursework prepared me for this internship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I saw direct correlation between what I learned and its application in the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I gained new skills as a result of this internship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please list any skills/knowledge you wish your coursework included, but did not:	<input type="text"/>				
Please list any skills/knowledge learned in your coursework that were particularly helpful in your internship:	<input type="text"/>				

#### Internship Supervision:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Employer supervision was appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisor expectations were clearly defined	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisor provided timely feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:	<input type="text"/>				

#### Academic Experience:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
I received support from my academic unit/department throughout the internship process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Career Services played a helpful role in identifying/finding internship opportunities (e.g. appointment, career fair, LakerJobs, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:	<input type="text"/>				

#### Feedback for GVSU's Internship Program

What aspects worked well?

What aspects could be improved?

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

If you or your supervisor do not complete your evaluation by the designated time, you will receive a reminder e-mail.

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.

Students who do not turn in all required documents by the deadline for faculty to post grades will receive an incomplete (I) until the evaluations and other requirements are fulfilled.