

**Alert: NEW ONLINE internship process for students and faculty supervisors:**

Due to COVID-19, SUNY Cobleskill will be processing the remainder of summer 2020 ILA's using an "online" format housed in Adobe Sign which will allow us to obtain electronic signatures. Students who wish to substitute course work for internship will also use this process. Please Note: Paper copies of the ILA - Internship Learning Agreement are no longer being accepted.

- Students will no longer need to submit a separate Eligibility Application. Students will be asked to provide their advisor name, GPA and current credit total as part of the new online process.

**For students completing an internship:**

The student accepts internship offer. The student needs to:

- 1) Submit learning goals and a detailed description of internship duties and responsibilities to his/her Faculty Supervisor in a Word document format, which they will later "cut and paste" on to page 2 of the ILA – Internship Learning Agreement.
- 2) Faculty supervisor reviews and APPROVES ILA goals, agrees to supervise student's summer 2020 internship and then EMAILS the student the pre-ILA link in a Formstack form.
- 3) Student completes the FormStack pre-ILA and submits it.
- 4) The school office will receive notification that a student has completed a FormStack pre-ILA. The school office will initiate a "workflow" for required signatures on the ILA in Adobe Sign. The workflow will be, in this order:

**Student**

**Faculty Supervisor**

**Site Supervisor**

**Dean**

**Provost and Vice President for Academic Affairs**

**PLEASE Note:** If anyone in the workflow denies the ILA, the entire document becomes "null and void" and the student will have to begin the process again.

Faculty Supervisors, we encourage you to have the ILA goals finalized and approved before you share the FormStack link with the student intern.

- 5) As soon as the “workflow” is initiated, **the student will receive the Adobe Sign link via email.** The link will be sent to the email that students provide on their FormStack pre-ILA.
- 6) **Students need to “click” on the link and complete their ILA.** Student will need to complete all required fields on the ILA. Please note that the ILA form will look exactly as it has previously.

**For students taking coursework in lieu of internship:**

- 1) Students wishing to take 4 upper-level courses as a substitution for internship, will email their Faculty Advisor to share their plans and a list of proposed courses.
- 2) The faculty advisor will approve the courses and send the pre-ILA FormStack form which will allow students to formally list the courses they wish to take to substitute for internship.
- 3) Students use the FormStack link to list the 4 courses that the faculty advisor approved for the student to substitute in lieu of internship.

Please contact Lisa Weatherwax with questions regarding our new internship registration process.

**NEW phone number: (518) 255-5217**

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The logo for SUNY Cobleskill, featuring the word "SUNY" in a vertical stack of small letters to the left of the word "Cobleskill" in a large, orange, serif font.