

Internship Paperwork Workflow

Student - Find your major's ILA-Student Learning Outcomes & Objectives and Activities fillable pdf on the Center for Career Development's website and save it with a new name in a place where you can work with it and find it again.

Student - Communicate and work with your Faculty Supervisor and your Site Supervisor to complete your ILA-Objectives and Activities until they are approved.

Faculty Supervisor - Work with the student to complete and approve ILA-Objectives and Activities and make sure they have the details and contact information they need for the ILA web form.

Student - **Fill out** the ILA-Internship Details and Contact Information web form (link/button found on Center for Career Development's webpage).

Student - **Attach** approved ILA-Student Learning Outcomes & Objectives and Activities document to the web form.

Student - **Submit** the completed web form with attached iLA-Student Learning Outcomes & Objectives and Activities document.

School Secretaries - Will review the web form and send out the entire Internship Learning Agreement for signatures through Adobe Sign, using the contact information provided on the web form. If there are errors that cannot be corrected, the student may be asked to resubmit the web form.

School Secretaries - If necessary, the paperwork will be processed so liability insurance can be set up for the internship site.

Signature Workflow: Student—Faculty Supervisor—Site Supervisor—Dean—VPAA

School Secretaries - Once all signatures are obtained on the Internship Learning Agreement and any necessary paperwork is finalized for liability insurance, the School Secretaries will register the student for the internship and notify the student, the Faculty Supervisor and the Site Supervisor through e-mail.