The Office of Career Services has transitioned our internship packets from paper to online (in HireHendrix). The information requested, internship program requirements, and process have NOT changed.

OVERVIEW OF THE PROCESS

1. The **Student** will complete a brief application and meet with me. We will cover policies, requirements, code of conduct, and navigation of the online system.

2. The **Student** will be given access to the placement packet which will include:
   a. Internship Site Information and Agreement
   b. Faculty/Staff Supervisor Agreement
   c. Drop/Add Form

3. Once submitted, I will have the opportunity to review (but will rarely make changes at this point in the process).

4. The **Site Supervisor** will then receive a link via email to the Internship Site Agreement Form. They will be able to edit this information before approving.

5. The system will process Site Supervisor approvals overnight. The **Faculty/Staff Supervisor** will receive an email (around 3am) from intern@hendrix.edu with a link to your student’s form. You will be able to see ALL of the information, but you will only be able to edit the information in the Faculty/Staff Supervisor Agreement.

6. If you are also the student’s **Academic Advisor**, you will be able to complete the Drop/Add Form here as well. If you are not the student’s Academic Advisor, the student will be directed to download a Drop/Add Form, take it to their advisor, and bring the form to Career Services for processing.

7. If you are also the student’s **Program/Dept. Chair** (for HESC, EVST, or SJSA), you will be able to approve the student’s internship for that major/minor requirement in this form. If you are not, I will send the completed packet to that person via email for final approval.

8. Everything else should run as we have done in the past. You will still receive an email from me with the completed packet attached. I will still communicate Drop/Add information to the Registrar. You will also still receive an email from me at the end of the internship period notifying you of the student’s progress (complete/incomplete).
GUIDE FOR THE FACULTY/STAFF SUPERVISOR

- The student will be able to complete the Faculty/Staff Agreement portion of the packet based on communications with you. If you prefer to complete this portion yourself, you can ask the student to leave most items blank. You will also have the option of uploading additional documents.
- After the student’s packet has been approved by the site supervisor, the **system will send you an email** like this:

  ![Email Example](https://example.com/hamilton@hendrix.edu/envelope.png)

  Jan 08, 2020, 3:11 AM

  Dear Tricia Burris:

  You will find 1 Pending (Internship Program) Experiential Learning placement(s) that need your approval.

  You can use the following links to access your pending Internship record(s):

  [Link]

  If you have any questions, please contact the Internship Coordinator (intern@hendrix.edu).

  Thank You,

  Career Services

  Powered by Simplicity

Note that this is from Intern@hendrix.edu, and please add this to your contacts.

- These emails are generated overnight and generally **arrive around 3:00am**.
- **Click the link** included in the email to access your student’s packet. **Note:** If you are supervising multiple interns, more than one link could be included in this email.
- You will be able to see the entire packet, but you will only be able to edit the Faculty/Staff Agreement (and, if applicable, Drop/Add Information).
These forms should already be completed by the student:

**Student Information**

Student
Teresa Evans

**Internship Site Information**

Internship Site Name
Hendrix

Test Internship Site
Yes

Internship Site Address
1305 Tennis Drive

Internship Site City and State
Conway AR

Internship Site Zip Code
72034

Supervisor Name
Teresa Banks

Supervisor Title
Program Coordinator

Supervisor Email
banks@nau.edu

Compensation Type
Unpaid

**Internship Site Agreement**

The student and the supervisor were instructed to complete these forms. The site supervisor was given the opportunity to make edits to the student's entries, when needed.

Proposed Work Schedule
M-F 8-12

Dress Code
Give a general description and list any prohibited items. Examples business casual, no jeans, scrubs provided, etc.

Slacks, skirts, collared shirts.

Project/Internship Description
Give a general description of tasks to be performed during the internship.

List/Description of projects, responsibilities, etc.

Internship Professional Domains
Broaden skills, experiences, and personal/professional development to be gained by this experience.

List/Description

Do you require the student receive course credit?
No

Do you require special training?
Yes

How will the intern access training?
The internship site will provide first aid training as a part of the intern's orientation.

Estimated hours on site
Minimum hours for internship credit: 120 hours
120

Student Acknowledgement of Expectations
I understand that I am responsible for successful completion of these requirements and that any non-compliance with the guidelines and expectations of the site supervisor.

Yes

Evaluation Agreement
As the site supervisor, I agree to complete an evaluation of the intern. This form will be submitted to the supervisor at a later date that will be shared with the appropriate Hendrix Faculty and staff in order to assess the intern's credit and completion status.

Yes
• **Credit Type**: This item is important. Any credit type besides “Odyssey Only” will trigger the appearance of additional items later in the packet (e.g., Drop/Add Information) and determine what information is provided to the Registrar.

• **Learning Goals and the Reflection Component**—You can enter these as usual (or edit information entered by the student based on their conversations with you). Note that you have the option of uploading documents that include some or all of this information instead of typing it in the text boxes. If you choose to do this, please write “see attached” in the appropriate text box(es). The Attachment button is located at the bottom of this section.

• **Progress Meetings**—A rough estimate of when you plan to meet is perfectly fine.

• **Student Comments**—This is optional and provides an opportunity for the student to leave you (or me) notes.
• **Drop/Add Information** (for students seeking academic credit and/or to fulfill a major/minor requirement--
  - If you are **NOT** the student’s advisor, the student will download an Internship Drop/Add form which they will return to the Career Services office when completed.
  - If you **ARE** the student’s advisor, additional fields will appear allowing you to complete all of the Drop/Add information here.

  - If you are the program chair for the student’s major/minor, you will have the opportunity to approve the internship to fulfill the major/minor requirement within the form:
- **Final Approval**—Type your name in the appropriate approval box(es) as your “digital signature” and then click “Approve.” Once you click “Approve” you will not be able to make any further changes. However, you can email me, and I can make edits on my end.

**Do NOT press the button indicated below until you have filled in all relevant information:**

**APPROVALS**

Hendrix Supervisor Approval
Sign here to indicate your approval (as Hendrix Internship Supervisor) of the learning goal(s), reflection component(s), progress meeting schedule, and (if applicable) academic credit assignments listed above.  

Supervisor Digital Signature Here.

Hendrix Advisor Approval
Sign here to indicate your approval (as the student’s Faculty Advisor) of this internship.  

Advisor Digital Signature Here.

Program Chair Approval
Sign here to indicate your approval (as department or program chair) of this internship experience as it pertains to the student’s major/minor graduation requirement.  

Program Chair Digital Signature Here.

- **After all forms have been completed and all approvals received**, I will email a copy of the completed packet to you, the site supervisor, and the student. I will email the program chair a copy for their final approval, when needed. In addition, I will send Drop/Add Form information to the Registrar.

- **Questions?** Contact Tricia Burris (burris@hendrix.edu; ext. 1373).