



Online Forms Guide for Supervisors

Overview

Most of the Odyssey Program's frequently used forms will be available online, starting in the Fall of 2019. This includes **the Proposal Form, the Project Completion Form and the Statement of Intent Form**. This will lead to some changes to the proposal, approval and notification processes for students, faculty, and staff. This guide provides a quick overview of what faculty and staff should expect from the process in their capacity as **supervisors of student projects**.

Submission, Approval, and Notification Process

Here's how the key steps of the online form processes will work and who will be involved in them.

Please note that only Steps 3 and 4 involve actions from the supervisor. Screenshots illustrating them are included at the end of the document. The remaining steps are listed for information purposes only.

- Step 1 (Submission): The student fills out one of the forms online. For example, see the [Completion Form](#).
- Step 2 (Notification of Receipt): The student receives an email that confirms the Odyssey office has received their form and it has been sent to the supervisor for approval.
- **Step 3 (Approval by Supervisor, Email):** The **supervisor** will receive an approval request via email that contains all the pertinent information from the form, such as the name of student, project, date of completion and description. **See Fig. 1: Supervisor Approval Request.**
 - The sender of the email will appear as **"Microsoft Flow"**. The subject of the email will identify the name of the student and the type of Odyssey request (such as completion or proposal). **Be sure to not classify emails from "Microsoft Flow" as spam.**
 - The email will end with two buttons: **"Approve"** or **"Reject"**. The supervisor should click the one that corresponds to their decision about the project.
- **Step 4 (Approval by Supervisor, MS Flow):** Clicking on either button in the email will open a browser that will require **the supervisor** to log on to the Microsoft Flow app, using their Hendrix username and password. (NOTE: Microsoft Flow is a standard app within Hendrix's Office 365 subscription, similar to Outlook). **See Fig. 2: Microsoft Flow Online Application**
 - All pending approvals (if supervisor has more than one) will appear in the main screen.
 - The supervisor will have to confirm their approval or rejection decision by clicking on the appropriate button in the lower right corner of the screen.
- Step 5 (Approval by Odyssey Director): If the supervisor has approved a project, the details will be forwarded to the Odyssey Director for review and approval.

- Step 6 (Notification): If the supervisor and the Odyssey office have approved a submission, the student and supervisor will receive an approval email. If either the supervisor or the Odyssey office has rejected a project, the student and the supervisor will receive notifications requesting them to revise and submit a form again.

Special Considerations for Online Forms

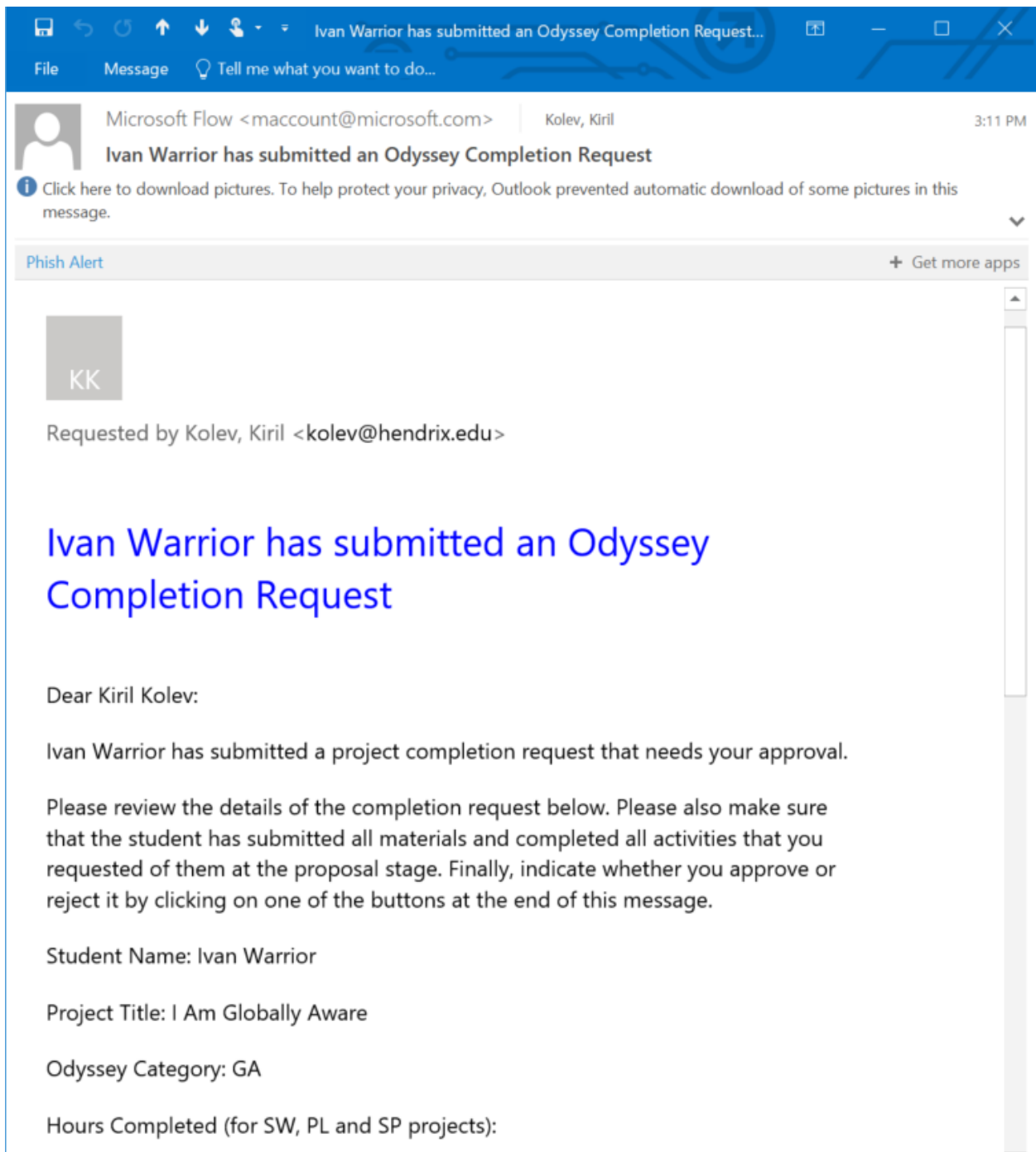
The following considerations are important to keep in mind:

- There is **no possibility for students to save and come back to an online form** once they have started it. It is therefore essential for supervisors to work out the details of a project with students in advance.
- If a **supervisor approval email is deleted** by mistake, email the Odyssey Office. We can provide the details of the form again and enter your approval or rejection decision.
- If a supervisor or a student needs to make **minor modifications** to any part of a submitted form (such as a deadline or project description edits), email the Odyssey Office. Do not submit a new form altogether.

For Questions and Comments

Email odyssey@hendrix.edu

Fig. 1: Supervisor Approval Request



Completion Paragraph:

The aim of the Global Awareness (GA) component of the Odyssey experience is to help students understand and appreciate cultures or environments other than their own. Toward that end, students are encouraged to engage in learning outside the classroom that broadens their intellectual horizons and deepens their understanding of the political, social, cultural, environmental, spiritual and economic issues affecting the world today. Global Awareness opportunities are also designed to promote personal growth and self-reliance as well as to provide new perspectives about the student's own culture or environment.

Any Global Awareness activity for which Odyssey credit is awarded must contain both an immersion component and a reflection component. Exposure to the target culture or environment shall be direct and substantial: one to two weeks of continuous immersion should be viewed as a minimum. The reflection component may include such things as guided small- and large-group discussions, papers, journals, and oral presentations. The Director of International Programs can assist in developing appropriate reflection activities.

Sincerely,
Dr. Kiril Kolev
Director, The Hendrix Odyssey Program

Date Created: Wednesday, September 4, 2019 8:11 PM GMT

Approve

Reject

Fig. 2: Microsoft Flow Online Application

