



★ **Academic Internship Program** ★
Online Registration
Learning Contracts
Faculty Sponsor Approval

Receive the Learning Contract

Faculty Sponsors will receive the email “*Academic Internship Learning Contract Approval Required*” to access the online *Learning Contract* **without having to log into Purchase JobScore.**



You can also log in to your [Purchase JobScore](#) account, where you will see a notification for **Pending Academic Internship Learning Contract(s) that need your approval**

Subject: Academic Internship Learning Contract Approval Required

October 29, 2017, 4:13 am

Dear Faculty Sponsor:

You are receiving this email because you have been designated by one or more students as their Faculty Sponsor for an academic internship. As Faculty Sponsor, you are asked to review and approve the internship before the student can register for credit.

There are currently 1 Pending Academic Internship Learning Contract(s) that need your approval.

Please use the following link(s) to access these pending records:

<http://suny-purchase-csm.symlicity.com/explearning/d94236894133fbc12fee3096a632124a>

You can also log in to <http://suny-purchase-csm.symlicity.com/faculty/> and go to the Academic Internship Program tab.

If you have any questions or need additional assistance, please contact the Career Development Center at 914-251-6370.

Thank You,
Purchase College, Career Development Center
(914) 251-6370
career.development@purchase.edu

Review Learning Contract

Review the information provided by the **Student** and **Internship Site Supervisor**



Exp. Learning Faculty Approval

Student Information

Student: Jessica Test

Number of Total College Credits Completed: **Students must have completed 30 credits in total (earned at Purchase College or transferred in) to register for an internship for academic credit.**

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Internship Credit Completed: The amount (if any) credits of internship the student has already completed at Purchase College. Please note that the maxim total internship credits that can be completed while at Purchase is 12 credits.

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Academic Internship Information

Internship Site: Purchase College – Career Development Center

Internship description provided by internship sponsor: test

Expected Competencies Gained: Communication

Credits: 4

Semester/Year: Spring 2015

Information Sheet and Learning Objectives

Internship Start Date: January 15, 2015

Internship End Date: May 7, 2015

Hours Per Week: 20

Site Supervisor Name: Jessica Mazzia

Compensation Type: Unpaid

Is this an on-campus internship?: yes

Complete and Approve

Select and briefly describe the **academic project** you are assigning.

Enter your email address and any other information that is missing.

Select **Approve**. If there are any issues, you can select **Not Approved** and a pop-up will allow you to email the student with your comments/questions.

Approval Status

Complete the information below and select approval status

Academic Project Type*:

- Paper
- Journal
- Visual Arts Project
- Performing Arts Project
- Film / New Media Project

2 of 8 selected [show selected] [show all]

Brief description of what the Academic Project entails:

Faculty Sponsor*:

Faculty Sponsor Phone Number:

Faculty Sponsor Email*:

Faculty Sponsor Board of Study*:

Faculty Approved: Pending

You're Done!



The Career Development Center will be notified when you have approved the Learning Contract and will notify the student and forward the Learning Contract to the Registrar.

Questions?

Call x6370 or
email career.development@purchase.edu



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