

Purchase College, SUNY Academic Internship Program

Internship Site Supervisor

Learning Contract Approval

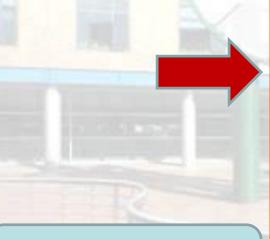
Receive the Learning Contract

Internship Site
Supervisors will receive
the email "Purchase
College Student
Internship Approval
Needed"

to access the online

Learning Contract

without having to log
into Purchase JobScore.



You can also log in to your <u>Purchase JobScore</u> account to review and approve under the **Confirm/Evaluate Your Intern** tab Subject: Purchase College Student Internship Approval Needed

July 29, 2017, 11:01 am

Dear Internship Site Supervisor:

You are receiving this email, because you have offered a Purchase College student an internship opportunity and the student has begun the process to obtain credit for this internship.

The student below has submitted an Academic Internship Learning Contract with your organization that needs your approval.

Details:

Student: Jessica Test

Internship Site: Purchase College - Career Development Center

Semester/Year: Fall 2017 Start Date: August 29, 2017 End Date: December 13, 2017

You can use the following links to review and approve this Academic Internship Learning Contract: http://suny-purchase-csm.symplicity.com/explearning/c72fdf07988a47f36a9a58351fd1a2d3

Or log in to Purchase JobScore and go to Confirm/Evaluate Your Intern to access this record.

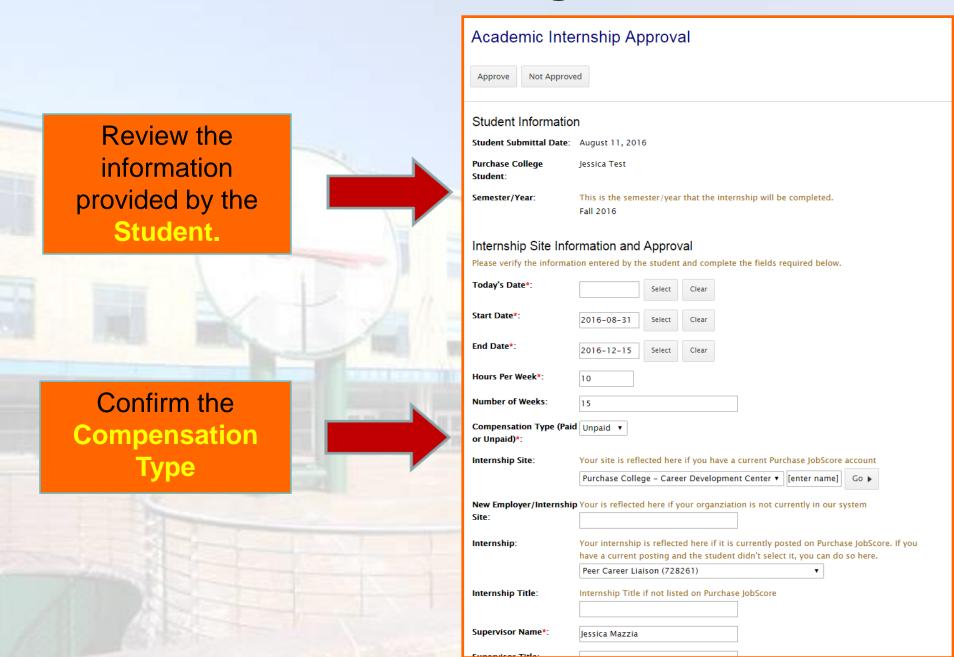
If you have any questions, please feel free to call (914) 251 - 6370 or email career.development@purchase.edu. For more information on our Academic Internship Program, please visit our Guidelines for Internship Site Supervisors.

Sincerely,

The Purchase College Career Development Center

Purchase College, State University of New York 735 Anderson Hill Road, Purchase, NY 10577 career.development@purchase.edu (914) 251-6370

Review Learning Contract



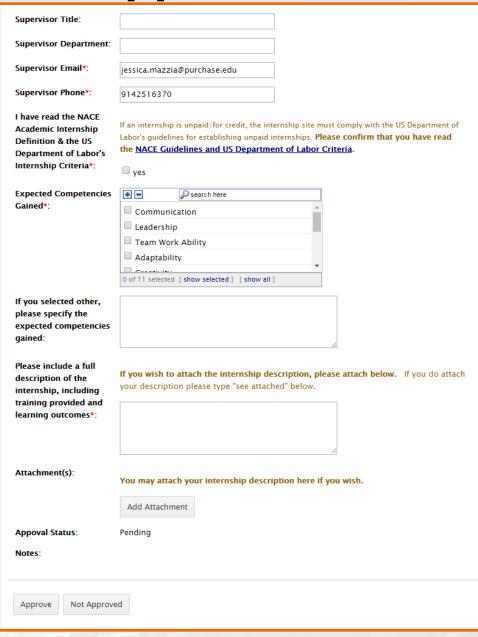
Complete and Approve

Enter any information about *the* internship that the student omitted.

Confirm that you have read the NACE Academic Internship Definition & the US Department of Labor's Internship Criteria

Include a description of the internship, that addresses the training provided and learning outcomes and select the Expected Competencies Gained.

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.



Your Done!

The student's Faculty Sponsor will be notified when you have completed your part of the Learning Contract. Once all approval is complete, the student will register for Academic Internship Credit.

Questions?

Contact Us:

Purchase College, SUNY Career Development Center (914) 251-6370

career.development@purchase.edu

