



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 [Purchase JobScore](#) 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

Review the information provided by the **Student.**



Confirm the **Compensation Type**



Academic Internship Approval

Approve

Not Approved

Student Information

Student Submittal Date: August 11, 2016

Purchase College Student: Jessica Test

Semester/Year: This is the semester/year that the internship will be completed.
Fall 2016

Internship Site Information and Approval

Please verify the information entered by the student and complete the fields required below.

Today's Date*:

Start Date*: 2016-08-31

End Date*: 2016-12-15

Hours Per Week*:

Number of Weeks:

Compensation Type (Paid or Unpaid)*: Unpaid

Internship Site: Your site is reflected here if you have a current Purchase JobScore account

New Employer/Internship Site: Your is reflected here if your organization is not currently in our system

Internship: Your internship is reflected here if it is currently posted on Purchase JobScore. If you have a current posting and the student didn't select it, you can do so here.

Internship Title: Internship Title if not listed on Purchase JobScore

Supervisor Name*:

Supervisor Title:

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.

Supervisor Title:

Supervisor Department:

Supervisor Email*:

Supervisor Phone*:

I have read the **NACE Academic Internship Definition & the US Department of Labor's Internship Criteria***: yes

If an internship is unpaid/for credit, the internship site must comply with the US Department of Labor's guidelines for establishing unpaid internships. **Please confirm that you have read the [NACE Guidelines and US Department of Labor Criteria](#).**

Expected Competencies Gained*: Communication
 Leadership
 Team Work Ability
 Adaptability
 Creativity
0 of 11 selected [show selected] [show all]

If you selected other, please specify the expected competencies gained:

Please include a full description of the internship, including training provided and learning outcomes*:

If you wish to attach the internship description, please attach below. If you do attach your description please type "see attached" below.

Attachment(s): You may attach your internship description here if you wish.

Approval Status: Pending

Notes:

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



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