

HOW TO: INTERNSHIP CONTRACT APPROVALS



The handy guide for UMW Department Chairs!

01 FIRST STEPS

When a Faculty Sponsor approves an internship contract on Handshake, you will receive an email entitled, "Experience requested by [Student Name]."

To respond to the request, open the email, then click the blue button at the bottom labeled, "Review Experience Request."



REVIEW EXPERIENCE 02

Review the contract to verify whether the internship satisfies departmental requirements for academic credit.

03 APPROVE (OR DENY) EXPERIENCE

After reviewing the contract, select "Approve" or "Deny." If you choose not to approve the contract, please include a note explaining why. This will allow the student an opportunity to make corrections.



FINISHED 04



Once you approve the contract, it will be sent to the next reviewer (Registrar).

If you have any questions, please contact Dr. Antoinette Jenkins (ajenkin5@umw.edu).