

# HOW TO: INTERNSHIP CONTRACT APPROVALS



The handy guide for UMW Faculty Sponsors!

## 01 FIRST STEPS

When an Internship Site Supervisor 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.

Then, follow the prompts to answer a few questions about the student’s internship.

## 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 (Department Chair).

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