Faculty Intern Advisor Information

During the 2016-2017 year, UWL Career Services registered 635 internship placements; totaling of 1885 credits earned by student interns.

On behalf of all Career Services staff, thank you for advising a student intern. These opportunities provide students with an abundant wealth of experience and knowledge that would not be possible without your assistance.

Approval Process

The big change from last year is [handshake], which is the new college recruiting platform in the Academic Advising Center & Career Services: replacing UWL Eagle Opportunities.

- Internship Approval Process Steps
  - When a student submits a “Request an Experience” survey through their Handshake account, the Internship Coordinator receives a notice and reviews the student’s internship information.
  - The faculty member listed by the student to be their faculty intern advisor will then be sent an email notice from Handshake notifying them they have an experience to approve. The email will contain a link to the experience approval form – no login is required.
  - Once this approval is given, an email notice will then automatically be sent to the department chair for approval (if this is required by the department).
  - After these approvals are completed, the Internship Coordinator will register the student for the internship course/credits.

PLEASE NOTE: We have had some issues with these email notices going to "Clutter" or "Junk" email files. Please add the address notifications@joinhandshake.com to your address book to prevent this from happening. Please be advised that we have noticed on some mobile devices it will still appear in your clutter folder.

Work Progress Reports

UPDATE: The work progress report surveys received an update this summer.

In an effort to help students to understand and value the nature of their internships, UWL Career Services choose to update the work progress report survey to reflect the National Association of Colleges and Employers (NACE) Career Readiness Competencies. (Handout)

- Students are required to submit four Work Progress Reports (WPRs) during the fall and spring semesters and three during the summer term and two during the winter term. The reports are submitted as surveys through their Handshake account (using the Career Center tab).
- With some work progress report questions, students are asked to complete the questions in a behavior-based format using the STAR method. Career Services advisors talk about the STAR method at any presentations about interviewing, during mock interviews and at employer events. Instructions can be found in the “Resource” section of Handshake for students. (using the Career Center tab)
Work Progress Report How To & Questions - This information will also be sent to students at the start of each term.

- The four WPR surveys will all be available to students at the start of the semester in their Handshake account. Since the length of internships can vary, students are asked to submit their reports at equal time intervals throughout the duration of the internship but they must have all four submitted by the last day of classes for the term. It is the student’s responsibility to submit these reports. Career Services recommends that students put reminders on their planners/schedules.
- Weekly email notifications (tentatively planned for Mondays) will be sent to faculty which will contain any WPRs submitted by their intern advisees the previous week.

**Employer Evaluations of Student Interns**

**UPDATE:** The employer evaluation survey received an update this summer.

In an effort to help employers better evaluate the academic skills and knowledge of UWL students, UWL Career Services choose to update the employer evaluations to reflect the student work progress report survey and the National Association of Colleges and Employers (NACE) Career Readiness Competencies. ([Handout](#))

- Mid-term supervisor evaluations of interns
  a. Date Available: Oct. 16th
  b. DUE DATE: Oct. 23rd
- Final supervisor evaluations of interns
  a. Date Available: Dec. 6th
  b. DUE DATE: Dec. 13th

These evaluations will be sent to faculty intern advisors by the Internship Coordinator the day after the due date. Any late evaluation submissions will be sent to advisors one week after the due date.

**PLEASE NOTE:** At this point in time, faculty do not have access into Handshake to view and track work progress report surveys or evaluations on their own. However, the ability to do this may be an option in the future.

**Other Information**

- Students should work 40 hours at the internship site for each academic credit they request. This is on the honor system but dishonesty is easily detected in vague work progress report surveys or employer evaluations.
  o Career Services does not keep track of hours worked. Some employers require this of students, others do not. You may ask students to submit a record of days/hours they worked at their internship to you directly.
- Faculty intern advisors have the option to require additional papers or projects from student interns. These should be discussed with the student before the start of the internship and is an agreement between the student and the faculty intern advisor. Any additional work required by faculty should be submitted directly to the faculty.