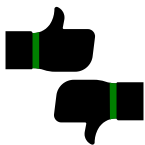


# Faculty Internship Course Registration Steps

Follow these steps when assisting students with registering for an academic internship course:

## Step 1: Meet

Meet with student to learn about their internship and how it relates to their academics



Internship Approval Criteria provide a rubric for evaluating internships for academic credit

## Step 2: PI Override

If the student's experience meets your department's criteria, log-in to mySTETSON to submit a Permission of Instructor (PI) override.



The student can now register for the internship course as they do for all other courses.

## Step 3: Finalize

You will receive an automatic e-mail prompting you to review the student's Academic Internship Application



The Learning Agreement will also be accessible through the Faculty tab of your mySTETSON account

Questions? Contact Career and Professional Development, [internship@stetson.edu](mailto:internship@stetson.edu)

Fall 2019 • Select an Application

## Internship Application Review

Instructor Approvals

Chair Approvals

	ID	Name	Company	Instructor	Approved by Instructor	Approved by Chair	Application Status	Learning Agreement
<a href="#">Review</a>	800576958	Jure Jumalon	Knights of the Round Table	Jumalon, Jure	No	No	Pending Approval	<a href="#">Not Available</a>
<a href="#">Review</a>	800576958	Jure Jumalon	Chroma Conclave	Jumalon, Jure	No	No	Pending Approval	<a href="#">Not Available</a>
<a href="#">Review</a>	800576958	Jure Jumalon	Knives on a Round Table	Jumalon, Jure	No	No	Pending Approval	<a href="#">Not Available</a>
<a href="#">Review</a>	800576958	Jure Jumalon	Ivalice	Jumalon, Jure	No	No	Pending Approval	<a href="#">Not Available</a>

Review to approve/deny the Academic Internship Application. You can provide feedback on denied applications.

Instructors can access the Learning Agreement after the Department Chair approves the Academic Internship Application. The status will change to "Available" letting you know to proceed.