



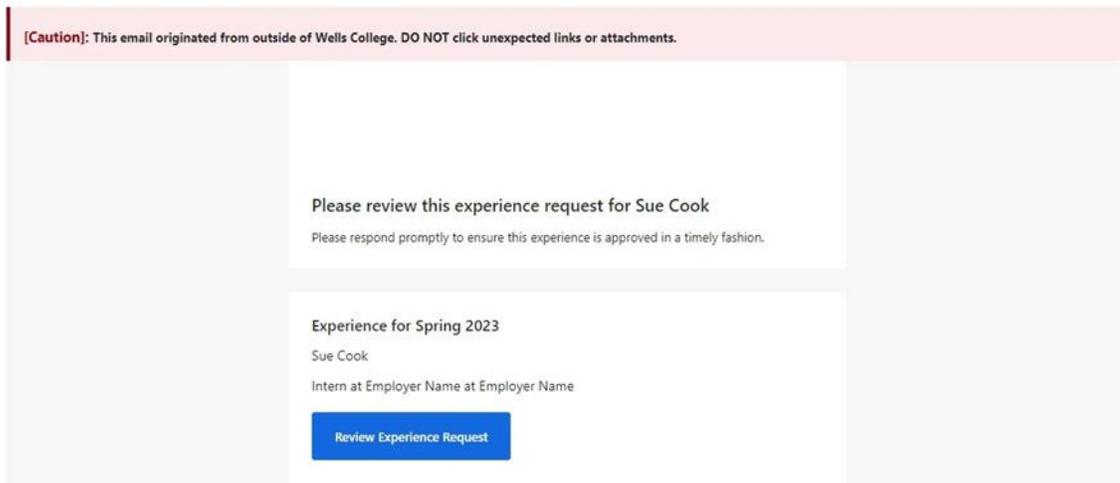
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# Handshake Instructions for Site Supervisors

Thank you for supporting a Wells College student by being a site supervisor for an internship! Here's how to sign off on a student's internship learning contract at Wells through the Handshake platform.

1. Students have to apply online to get their internship with you approved for credit. Once they have submitted the request and it is approved by their faculty sponsor, you will receive an email that looks like this:



Please click on the “Review Experience Request” button.

2. Once you open the link you will see a page that looks like this:

**Please respond within 7 days**  
The deadline to approve or decline this experience is Dec 8, 2022 11:59 PM

**Job Details**  
Spring 2023

**Experience Details**  
1 attachment

**Student Survey**  
26 answers

**Reviewer Survey**  
Faculty Sponsor

**Your Survey**  
17 Questions

**Your Response**

**Job Details**  
Appraisal Works

Job Title: Real Estate Appraiser Intern

Department

Job Type

Salary

Acceptance Date

Duration

Next: Experience Details

You may see very little filled out on the first page, do not worry, this is not required of the student.

You will have four business days to complete your part. The yellow bar at the top of the page will show you how many days you have remaining to complete your part. If you run out of time, you can contact us directly at [careers@wells.edu](mailto:careers@wells.edu) or call us at 315-364-3225 to ask for an extension.

3. Optional:

You can view the student's position description under "Attachments" in the left-hand bar.

You can view information about their goals and objectives under "Student Survey."

You can view the assignments requested by their faculty sponsor under "Reviewer Survey-Faculty Sponsor"

4. To fill out your portion of the contract, go to “Your Survey”

Here is a full list of questions you will be expected to fill out:

<b>Section B- Site Supervisor Information-<i>cannot be the same as faculty sponsor!</i></b>	
Organization Name:	Supervisor Name:
Organization Address:	Supervisor Title:
Supervisor E-mail:	Supervisor Phone Number:
Is this internship paid or unpaid?	Is the supervisor an Alumna/Alumnus?
Dept. student is working in:	Student’s internship title:

There is a standard contract after this in the same section that you will have to agree to.

5. Once you have filled out your Survey, you can click the blue “Next Page” button in the bottom left-hand corner or click the “Your Response” button in the side bar.

6. Once you have filled out your Survey, you can click the blue “Next Page” button in the bottom left-hand corner or click the “Your Response” button in the side bar.

7. On the “Your response page” you can click the green “Approve Experience” button to sign off on the student’s Experience or click the “Decline” button if there are any issues that must be fixed by the student. Please fill out the box to explain why you have declined. Clicking decline will alert the Center for Academic and Career Advising, as well as the student, so we will know to address any issues.

The screenshot displays a web interface for a survey response. On the left, a vertical sidebar lists several steps: 'Job Details' (Spring 2023), 'Experience Details' (1 attachment), 'Student Survey' (26 answers), 'Reviewer Survey' (Faculty Sponsor), 'Your Survey' (17 Questions), and 'Your Response' (highlighted with a blue dot). The main area is titled 'Response' and contains a blue icon of a building. Below the icon, the text reads 'What do you think?' followed by the instruction 'Please choose whether to approve or decline this experience below.' A text input field is labeled 'Reason (Optional)'. At the bottom of the page, there are three buttons: 'Previous' (grey), 'Decline' (red), and 'Approve Experience' (green).

8. If approved, an email will be sent to the next approvers in turn: the Center for Academic and Career Advising, and the Registrar’s office.

You can also expect mid-term and final evaluation emails from Handshake to provide feedback about the student. These evaluations are important in determining the student’s final grade.

If you have any questions, feel free to reach out to our office, the Center for Academic and Career Advising at [careers@wells.edu](mailto:careers@wells.edu) or 315-364-3225.