



# Approving a Request for Internship

---

## User Guide

A user guide for instructors for approving or denying a request for an internship.



## User Guide – Approving a Request for an Internship

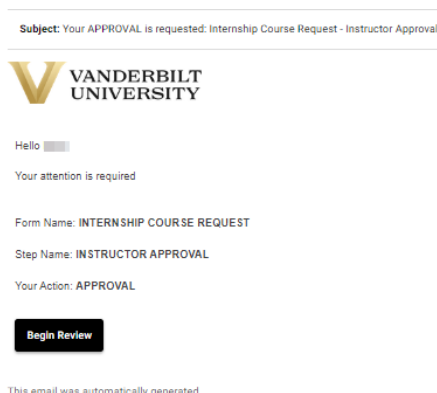
The Kuali workflow application has been implemented for undergraduate students to request enrollment in internship courses. Instructors will utilize the Kuali workflow application to review internship course requests for their students.

### Contents

Reviewing the Internship Enrollment Request .....	3
Approval Workflow/Timeline .....	6
Approving the Internship Request .....	7
Denying the Internship Request.....	8
Sending the Internship Request Back.....	9
Accessing Your Work Queue .....	9

## Reviewing the Internship Enrollment Request

1. Once a student has submitted a request for an internship course and selected you as the instructor, you will receive an email. Click Begin Review to access the form.



The form will open to the Instructor Questions section. Please scroll to the top of the page to see information about the student and course.

2. Information about the student appears in the Student Personal Information and Student Academic Information sections. (Please note that the question about visa status only appears for international students.)

Student Personal Information		
EmplID [redacted]	VUnetID [redacted]	
First Name (Official) [redacted]	Student Preferred Name [redacted]	Last Name [redacted]
Student Email [redacted]@vanderbilt.edu	Student Status ACTIVE	
Your record indicates you are an international student. Please indicate which of the following is true: *		
<input type="checkbox"/> I am an international student on an F-1 or J-1 visa.		


Student Academic Information	
Please select your program from the list below. *	Classification
School of Engineering BS	SR
To which of your majors is the internship most closely aligned? *	Expected Grad Term
Engineering Science	2025 Spring

## User Guide – Approving a Request for an Internship

- Details about the course in which the student has requested to enroll will appear in the Course Information section. Course Description and Minimum/Maximum Credit Hours populate from data in the student information system. Year and Term reflect what the student selected.

Course Information	
<b>Year *</b> What is the calendar year in which you wish to register for this class? 2025	<b>Term *</b> 2025 Spring
<b>Please select the internship course for which you wish to register. *</b> Begin by entering the subject code in ALL CAPS. Eligible courses will appear below. AMER 3880 - Internship Training	<b>Course Description</b> Offered on a pass/fail basis only and must be taken concurrently with 3881. Under faculty supervision, students intern in public or private organizations, conduct background research and reading, and submit a research paper at the end of the semester during which the internship training is complete. Background reading and research will be completed in 3881 concurrently with the completion of internship training, 3880; a minimum of 3 hours of 3881 must be completed, independent of hours taken in 3880. Corequisite: 3881. [Variable credit: 1-6] (No AXLE credit)
<b>Minimum Credit Hours</b> 1	<b>Maximum Credit Hours</b> 6

- The credit hours requested, additional course information, and answers to any additional questions reflect information provided by the student. (Please note that some additional questions are dependent upon responses provided by the student. What you see on the screen may not be an exact match to the screenshot below.)

<b>How many hours do you wish to register for? *</b> Please note the minimum and maximum credit hours above. 5	<b>Will adding this internship course (and its requisite, if applicable) put term credit hours above 18? *</b> No
In addition to the hours for the internship requested above, this course requires enrollment in a co-requisite internship reading/research course. Please indicate the number of credit hours you wish to register for the co-requisite internship reading/research course. If you are unsure how to proceed, please speak to department or program offering the courses. * 3	
<b>Please search for your instructor by email address. *</b> 	<b>Have you discussed your desire to engage in an internship for credit with this instructor? *</b> Yes
<b>Is the company/organization that is hosting your internship requiring you to earn academic credit in conjunction with the internship? *</b> Yes	

## User Guide – Approving a Request for an Internship

5. Internship Information reflects information the student provided about start and end date of the internship and expected hours of work per week. (Additional justification is required for international students who are expected to work more than 20 hours per week during the fall or spring term.) Term begin/end dates feed from the student information system.

Internship Information	
Term Begin Date 2025-01-01	Term End Date 2025-05-04
Internship Start Date * February 5, 2025	Internship End Date * May 5, 2025
Hours per week of work *	20

6. The student provides information about the internship supervisor and location. For internships conducted remotely, the student is prompted to provide the location where they will be completing the internship.

Supervisor Information	
Name of Internship Supervisor ██████████	Title of Internship Supervisor * ██████████
Internship Supervisor Phone Number * ██████████	Internship Supervisor Email Address * ██████████

Location		
Location of Company/Organization - City * NASHVILLE	Location of Company/Organization - State * TN	Location of Company/Organization - Country * United States
Will the internship be conducted remotely? * No		

## User Guide – Approving a Request for an Internship

- International students on an F-1 or J-1 visa must answer additional supplemental questions.

<b>International Student - Supplemental</b>
Explain how the internship is an integral part of your program of study. *
Specific educational objectives that will be met in the internship: *

- A copy of the offer letter is available for review. Click to open.

<b>Offer Letter</b>
Please attach your internship offer letter, preferably PDF. *
<b>VUSRRDY.pdf</b> (18.8 kB)

- Peabody students must answer additional supplemental questions.

<b>Peabody Student - Supplemental</b>
Internship Description *
Description of scholarly project accompanying the internship: *
This project can be: a scholarly paper 5-10 pages in length; a series of journal entries summarizing the day's work and reflecting on its place within the field; or another substantive, scholarly project that your supervisor deems relevant. Your supervisor is responsible for grading this scholarly project at the conclusion of your experience.

### Approval Workflow/Timeline

Instructors are the first approvers for all internship enrollment requests. Once the instructor approves a request, it routes the student's Office of Academic Services. For international students on an F-1 or J-1 visa, the request also routes to the Office of International Student and Scholar Services.

## Approving the Internship Request

1. Your name auto-populates in the Instructor Name box.

**Instructor Questions**

---

Instructor Name

M. [REDACTED]

2. Answer the yes/no questions about the internship.
  - a. Do you agree to have the student enrolled in your internship section?

Do you agree to have this student enrolled in a section of your internship course? \*

Yes

No

- b. Is the internship relevant to the student’s major?

Is the internship work relevant to the student's major? \*

Yes

No

- c. Does the offer letter indicate that the internship dates are within the term dates (see term dates listed in Internship Information, #5, above)? If No, you will be prompted to provide justification.

Does the student's internship offer letter show that the internship start and end dates are within the permissible time frame for the term of enrollment? \*

Yes

No

What academic justification is there for starting the internship early/ending the internship late? \*

## User Guide – Approving a Request for an Internship

- d. Have you confirmed that the student will not be working more than 20 hours per week?

Have you confirmed that the student will not be working more than 20 hours/week? \*

Yes

No

3. Leave a comment in the Instructor Comments box, if desired. Comments will be visible to other administrative users and will be included in a copy of the internship plan provided to the student once the internship enrollment is processed.

**Instructor Comments** ⓘ

This information will be captured as a part of the student's academic record and will be sent to the student as a part of the communication process.

4. Click Approve.

## Denying the Internship Request

1. Leave a comment in the Instructor Comments box, if desired. Comments will be visible to administrators (Office of Academic Services, Office of the University Registrar, etc.), and will be included in the denial message to the student.

**Instructor Comments** ⓘ

This information will be captured as a part of the student's academic record and will be sent to the student as a part of the communication process.

2. Click Deny.

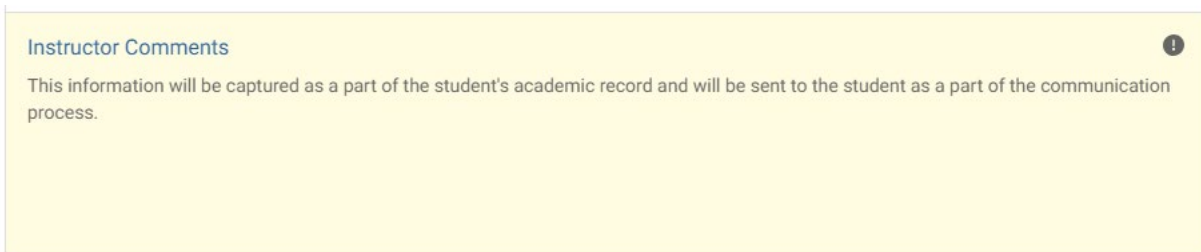
3. The student will be notified via email that the request has been denied.



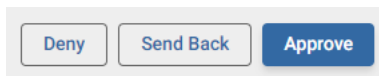
## Sending the Internship Request Back

If, during the course of your review, you notice something that requires the student to change the request, you can send the request back.

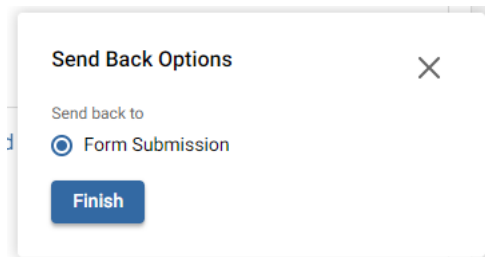
1. Leave a comment in the Instructor Comments box, if desired. Comments will be visible to other administrative users (Office of Academic Services, Office of the University Registrar, etc.) and will be included in a copy of the internship plan provided to the student once the internship enrollment is processed.



2. Click Send Back.



3. Select Form Submission to send the request back to the student.



4. Click Finish. The student will be notified via email that the request has been sent back for additional action.

## Accessing Your Work Queue

In addition to clicking on the “Begin Review” button embedded in the notification emails, you can access your work queue at the following web address: <https://vanderbilt.kualibuild.com/app/builder/#/actions>.

**Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.**