Approving a Request for Internship

User Guide

A user guide for administrators in the Office of Academic Services for approving or denying a request for an internship.
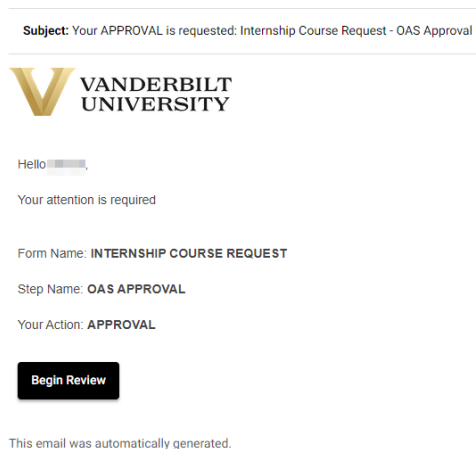
The Kuali workflow application has been implemented for undergraduate students to request enrollment in internship courses. Administrators in the Office of Academic Services will utilize the Kuali workflow application to review internship course requests for their students.

Contents

Reviewing the Internship Enrollment Request

1. Once a student's request to enroll in an internship course has been approved by the instructor (and, for international students on an F-1 or J-1 visa, by the Office of International Student and Scholar Services), you will receive an email. Click Begin Review to access the form.

Subject: Your APPROVAL is requested: Internship Course Request - OAS Approval

V VANDERBILT UNIVERSITY

Hello ████,

Your attention is required

Form Name: **INTERNSHIP COURSE REQUEST**

Step Name: **OAS APPROVAL**

Your Action: **APPROVAL**

Begin Review

This email was automatically generated.

The form will open to the OAS Office Use section. Please scroll to the top of the page to see information about the student, course, and instructor approval.

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

EmpIID	VUnetID
████	████

First Name (Official)	Student Preferred Name	Last Name
████	████	████

Student Email	Student Status
████@vanderbilt.edu	ACTIVE

Your record indicates you are an international student. Please indicate which of the following is true: *
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

3. 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

Year *	Term *
What is the calendar year in which you wish to register for this class?	2025 Spring
2025	

Please select the internship course for which you wish to register. *	Course Description
Begin by entering the subject code in ALL CAPS. Eligible courses will appear below.	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)
AMER 3880 - Internship Training	

Minimum Credit Hours	Maximum Credit Hours
1	6

4. 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.)

How many hours do you wish to register for? *	Will adding this internship course (and its requisite, if applicable) put term credit hours above 18? *
Please note the minimum and maximum credit hours above.	No
5	

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	

Please search for your instructor by email address. *	Have you discussed your desire to engage in an internship for credit with this instructor? *
▓▓▓ ▓▓▓▓	Yes

Is the company/organization that is hosting your internship requiring you to earn academic credit in conjunction with the internship? *
Yes

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	Term End Date
2025-01-01	2025-05-04
Internship Start Date *	Internship End Date *
February 5, 2025	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 *	Location of Company/Organization - State *	Location of Company/Organization - Country *
NASHVILLE	TN	United States
Will the internship be conducted remotely? *		
No		

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

International Student - Supplemental

Explain how the internship is an integral part of your program of study. *

Specific educational objectives that will be met in the internship: *

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

Offer Letter

Please attach your internship offer letter, preferably PDF. *
VUSRRDY.pdf *(18.8 kB)*

9. Peabody students must answer additional supplemental questions.

Peabody Student - Supplemental

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.

10. Information about the instructor's review and approval appears in the Instructor Questions section.
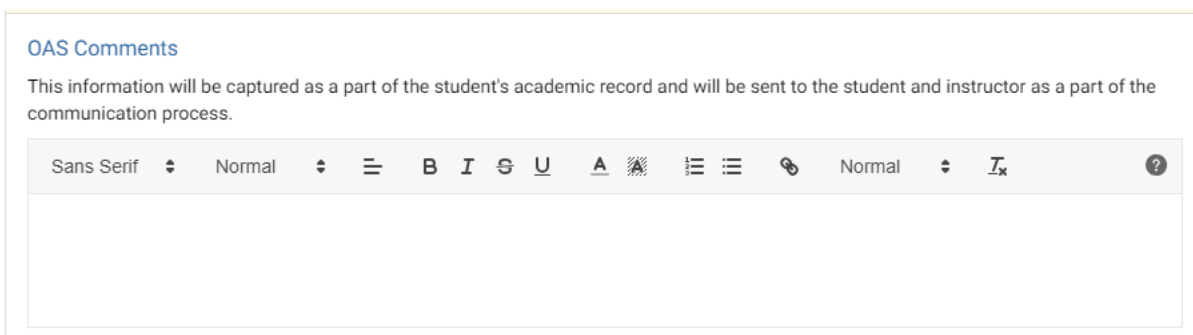
Instructor Questions

Instructor Name

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

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

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? *

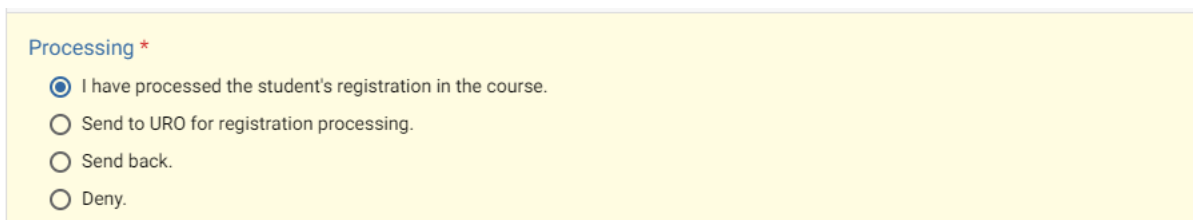Instructor Comments

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.

Approval Workflow/Timeline

The Office of Academic Services is the final approval step in the internship request workflow, following the instructor (and, for international students on an F-1 or J-1 visa, the Office of International Student and Scholar Services). The OAS can process the student's enrollment or forward the request to the Office of the University Registrar for processing.

Approving the Internship Request

1. Leave a comment in the OAS 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.

OAS Comments

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

2. Select the appropriate processing option, depending on whether you have processed the student's enrollment or are sending it to the URO for processing.
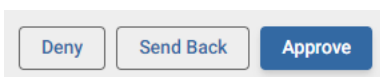
Processing *

- ⦿ I have processed the student's registration in the course.
- ○ Send to URO for registration processing.
- ○ Send back.
- ○ Deny.

3. Click Approve.

Deny   Send Back   **Approve**

Denying the Internship Request

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

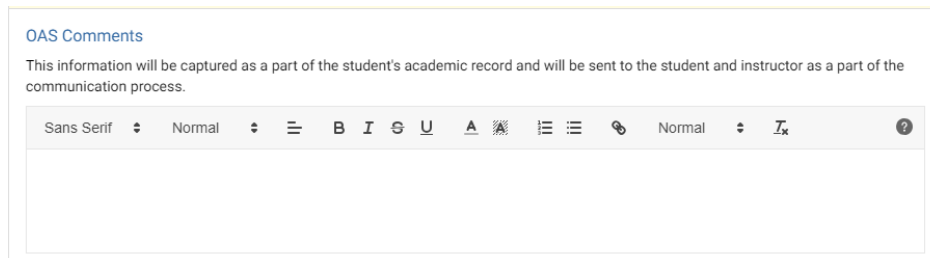2. Select Deny in the processing options.

3. Click Deny.

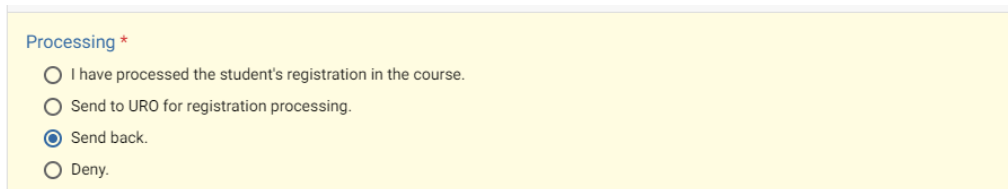4. The student will be notified via email that the request has been denied.

Sending the Internship Request Back

If, during the course of your review, you notice something that requires the student or instructor to change the request, you can send the request back.
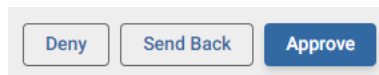
1. Leave a comment in the OAS Comments box, if desired. Comments will be visible to other administrative users (Office of the University Registrar, etc.) and will be included in a copy of the internship plan provided to the student once the internship enrollment is processed.
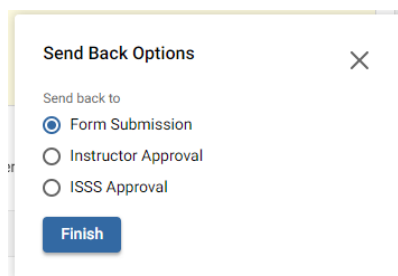

2. Select Send Back from the processing options.

3. Click Send Back.

4. Select Form Submission to send the request back to the student, Instructor Approval to send the form back to the instructor, or ISSS Approval to send the form back to the Office of International Student and Scholar Services.

5. Click Finish. The user 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 or 615-343-4306 if you have questions or need additional assistance.