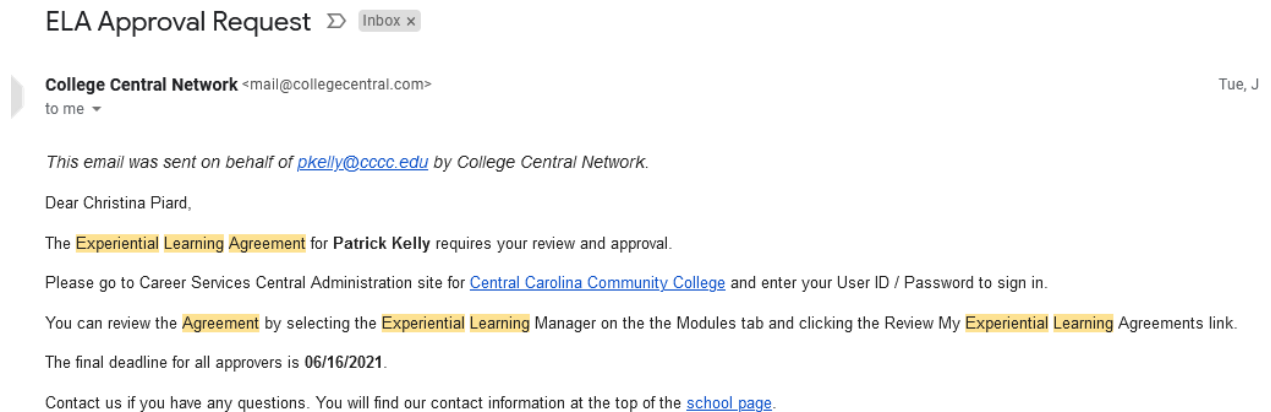
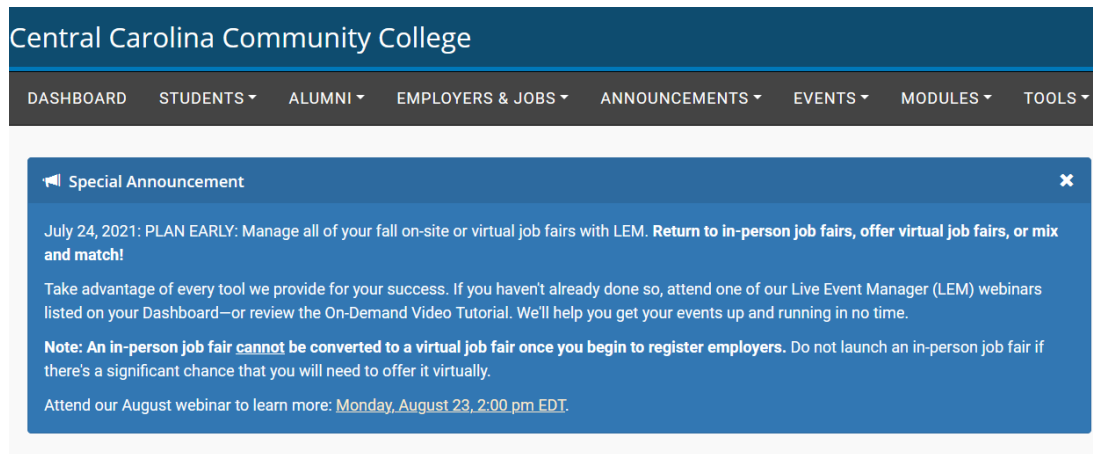


Faculty/Staff Approval Steps:

- The first time a faculty/staff member is asked to approve a document, an automatic email will include a hyperlink and instructions to create a password for your account.



- After you have entered a password and confirmed the password, you will be directed to an Administrative Dashboard.



- You will find the link for the Experiential Learning document, which has not been reviewed, in the **Attention Items** of your Administrative Dashboard after logging in.

Attention: There is 1 [Experiential Learning Agreement](#) which you have not approved.

- Selecting the student name, will allow the you to review the Experiential Learning information and document for approval.
- You are able to see all other approval signatures that have been provided prior to them in the Current Work Flow box.
 - If **Approved**, you can select the radio button and browse the completed document.
 - It **Not Approved**, you can select the radio button and include **Comments**, which will be provided to the Administrator.
 - The Experiential Learning Manager will be able to select a person to address the problem from the list and can email that person on how the issue can be rectified. The work flow will be restarted from the step that person is responsible.
- After all steps of the work have been completed, the EL Administrator will receive an automatic email notifying them of the date all steps were completed for a specific student. The EL Administrator will mark the Work Flow as **Finalized**.
- Once the work flow has been marked as **Finalized**, an automatic email is sent to the student and all work flow participants including the final EL document as an attachment.

STUDENT PERSPECTIVE

- Once a student has submitted a new document, an additional link will be available in the Experiential Learning box. Students can select **Manage My Experiential Learning Records** to remain updated on the approval process.
- For those documents that are currently in the approval process, the student will see **"Completed"** in the status column of Manage My Experiential Learning Records and for those documents that are approved and finalized, student will see **"Finalized."**

Experiential Learning Agreement Manager

Please review your Experiential Learning records below.

Type	Company	Term	UploadDate	Status	
Internship	Minneapolis Institute of Art	Summer 2014	07/07/2014	Not Approved	<input type="button" value="Update"/>
Internship	Walker Art Center	Fall 2014	07/07/2014	Finalized	<input type="button" value="Review"/>

- For those documents that are marked as Not Approved, the student will be able to view the Comments/Suggestions from the EL Administrator. Students can make changes to the information and a new document can be uploaded. Students also have the option to Delete an Experiential Learning Agreement that has been marked as Not Approved.

Experiential Learning Agreement

Instruction text

Documents available for download:

[Internship Agreement Form](#)

[Internship Agreement Instructions](#)

If you need information on how to properly scan a document and save it as a PDF file, view the [Scanning Instructions](#).

Please complete the form below. Fields marked with an asterisk (*) are required.

Status: Not Approved

Comments/Suggestions: The deadline to begin a Summer 2014 Internship has passed. Please contact our office about how we can assist you with a Fall 2014 experience.

Term* Semester: Summer Year: 2014

Major* History

Job Title* Museum Intern

Company Name* Minneapolis Institute of Art

Supervisor Name* Shelly Roberts

Supervisor Email* hrichardson@collegecentral.com

Supervisor Phone: 111-111-1111

Faculty Advisor: Rhonda McQueen

Re-Upload Document* Enter Local Path: (.doc, docx or .pdf files only)
 No file selected.

- *Note: Although the student is able to delete the document, the EL Administrator is still able to access the deleted information and document from Manage Experiential Learning documents.*