

Student and Employer Experiential Learning Reporting Responsibilities

Students

Timeframe:

Typically, students have until the end of the first week of the semester to request academic credit for an internship, practicum, etc. However, if a student obtains an Academic Internship, practicum, etc. after the add/drop period for the semester in which they will be earning credits, they will need to file a [petition](#). If granted, the online experience (internship, practicum, etc.) approval process can begin.

Online Reporting Process:

Students will report the internship, practicum, etc. online from their Nichols portal. They will need to provide an internship description (per site supervisor); academic requirements (per the faculty sponsor); supervisor name and contact information; and other basic information (e.g. timeline, company name, address, contact information, etc.) Once this is completed the online approval process will begin.

Reporting an Internship/Questions:

To report an internship, please follow these [instructions](#). Should you have any questions regarding reporting an internship, such as information to include, filing a petition, etc., please feel free to contact the CPDC at (508) 213-2489 or email cpdc@nichols.edu.

Employers

Approval Process:

As the site supervisor you will be the first to approve the internship, practicum, etc. You will receive an email from Handshake (Nichols online recruitment database) with the subject line: An Experience Needs Your Approval. The email will provide a link for you to click on to approve/disapprove. Please be sure to do this within the timeline stated. You will want to print out a copy of this page for your records prior to closing.

Questions

Should you have any questions regarding the internship, such as to how to approve/disapprove, modify, accessing the link, etc., please feel free to contact the CPDC at (508) 213-2489 or email cpdc@nichols.edu.