

CWU Digital Internship Process Faculty Guide

Student Process - A Quick Overview

In general, eligible students will follow the process below to complete an online internship application:

- 1) Students login to their student Wildcat Career Network Account via the link on their MyCWU page
- 2) On the left tab on the dashboard, they select "My Account" then "Internships & Cooperative Learning"
- 3) They select "Add New", or select an existing draft of an application, then fill out the required fields
- 4) For programs without pre-defined learning objectives and assignments, the student will be provided with an "[Internship Academic Requirements Worksheet](#)" as a link in their application form. They can use this worksheet to help them collect key information such as the course prefix and/or the internship assignment requirements from their department or faculty instructor.
- 5) Once the student application is completed and approved, all parties involved will receive a DocuSign email requesting a digital signature. Career Services will register the student for credit once finalized.

Faculty Process Quick Overview

Step 1) Pointing Students in the Right Direction:

The student internship application can be found in the Wildcat Career Network which students can access via the "Wildcat Career Network" link on the right of their MyCWU dashboard.

Digital Internship Application Guides and Tutorial Videos can be found at cwu.edu/career/internships

If a student has additional questions about the internship process or requirements, they are encouraged to contact career services via email at career@cwu.edu or by phone at (509) 963-2405

Step 2) Helping students fill in the academic information required on the application:

In programs where internship learning objectives and assignments are not standardized for all students, students will be provided an "[Internship Academic Requirements Worksheet](#)" as a link in the online application portal. This printable worksheet is intended to be a tool that students can use when working with their department or faculty to facilitate the collection of key academic information they will need on the online application. Once the information is obtained, using the printable worksheet or otherwise, students will then input this information into their online internship application.

Faculty can find a copy of the [Internship Academic Requirements Worksheet](#) by [Clicking Here](#) or visiting the following URL: **Note - this form is also available to students linked in the online application*

<http://cwu.edu/career/sites/cts.cwu.edu.career/files/Internship%20Academic%20Reqs%20Form.docx>

Step 3) Signing the Learning Agreement:

Once a student application has been submitted and approved in the system, you will receive an email from DocuSign containing the students learning agreement. You can use the link provided to complete your digital signature on the agreement. Once all parties have signed, you will receive an email receipt with a copy of the signed document for your records. Career Services will register the student in their course for credits.

You can also direct students to our youtube channel (CWUcareer) or to the online internship application tutorial video at https://youtu.be/gp_l1uniqSg