Student Instructions for Internship Site Agreement (in GoldPASS)

*Required for internships taken for Academic Credit in CLA

All internships taken for academic credit in the College of Liberal Arts are required to submit information about the internship experience through GoldPASS for approval by the Internship Site Supervisor and Internship Course Instructor.

The following are instructions for how to use GoldPASS to submit your Internship Site Agreement through the “Request an Experience” form. Depending on which department you are registering your internship through, this step may need to be completed prior to your enrollment in the internship course. If not required as a step for internship course registration, this agreement must be submitted in the first two weeks of the term.

Log in at goldpass.umn.edu. You will need information such as your supervisor's first and last name, email address and a list of responsibilities to complete the Experience form.

**ONCE YOU ARE LOGGED IN**

1. Once logged in, click on the “Career Center” drop down from the top menu and select “Experiences”. Next, click “Request an Experience” in the upper right corner to begin entering information about your internship.

2. Select “CLA Internship Site Agreement - Academic Credit” as the Experience Type. Then select the “term” for which you wish to receive academic credit.

3. Provide information about the internship site. Some fields may auto populate if your internship was posted in GoldPASS. Be sure to provide as much detail as possible about your role and responsibilities. It is a good idea to use the internship description provided to you by the organization. to assist you.

4. Enter the contact name and email for your Internship Site Supervisor. **Double check to ensure you enter accurate information as errors in the email address will delay the approval process.**

5. Enter the contact name and email for your Internship Course Instructor along with the course number that you intend to enroll in (or have enrolled in).

6. Click “Create Experience” to submit the internship. The information will first be sent to your Internship Site Supervisor for approval. Once the information you submitted is approved by your site, the information will be sent to your Internship Course Instructor for approval. (Copies of all internship experiences submitted will also be sent to the CLA Internship Coordinator for review at the college level).

**IS MY INTERNSHIP SITE AGREEMENT COMPLETE?**

Your internship is not fully completed until you receive a second email indicating that your Internship Course Instructor has approved your internship. If you have not received an email within 2 weeks of submitting your internship experience information, please contact your Site Supervisor and Internship Course Instructor to inquire about the status of their review of your internship.

**WHAT IF MY INTERNSHIP ISN’T APPROVED?**

If an Internship Site Supervisor or Internship Course Instructor does not approve your internship, they have been instructed to comment with any changes needed on the main page of your internship. When they comment you should receive a notification in GoldPASS and an email. In their comment, they should indicate what areas need to be updated. You can edit your Experience information in GoldPASS and once changes are made, click “Update Experience” to notify your approvers of the changes for approval.