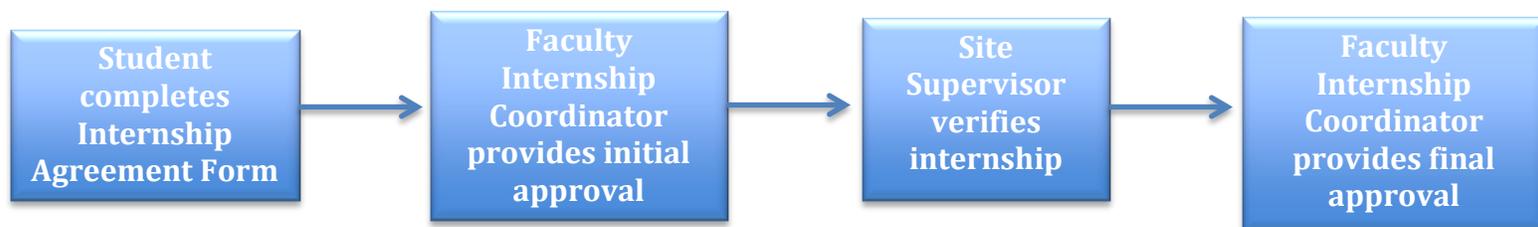


GRAND VALLEY STATE UNIVERSITY CAREER CENTER

IMS FACULTY INSTRUCTIONS

The Internship Management System (IMS) provides a secure and paperless location for all internship agreement forms and evaluations.

Below is quick snapshot of how IMS manages Internship Agreement Forms:



INTERNSHIP AGREEMENT FORMS:

- Students sign into <http://www.gvsu.edu/careers/ims-login.htm> with their GVSU network ID and password.
- They select New Internship if completing the form for a new internship experience. *If you need the student to edit something on their form before providing initial approval the student can return to the form and make the correction by selecting the appropriate internship experience.*

Home
Students
Alumni/Friends
Employers
Faculty
Parents
Career Events

Careers

print site index

GVSU Internship Management System

Choose Agreement | Logout

All required fields are marked as (required).

Select Internship

Choose Existing or Create New Internship: (required)

New Internship

Continue »

- Once a student submits the form, you will receive an email indicating you have an agreement awaiting approval.
- Log into IMS admin page at <http://www.gvsu.edu/careers/ims/admin/>. Use your GVSU network ID and password. ***It is highly recommended to use FireFox or Google Chrome Internet browsers when using this system.***

Allendale Campus
206 Student Services Building
Allendale, MI 49401
(616) 331-3311

careers@gvsu.edu

Robert C. Pew Grand Rapids Campus
101B Richard M. DeVos Center
Grand Rapids, MI 49504
(616) 331-6708

www.gvsu.edu/careers



GRAND VALLEY STATE UNIVERSITY CAREER CENTER

- When logging into the system, you will see the information below. *(Note, you will only see students in the majors assigned to you)*
- You can see the different stages of an agreement form by changing the “Status”

The screenshot displays the Career Center system interface. At the top, there is a navigation bar with tabs for IMS, Internships, Majors, Users, Semesters, Employers, and Old IMS Site. The user is identified as Rachel Becklin - Logout. Below the navigation bar is a search and filter section with a search box and a Filter button. The filter section includes several dropdown menus and checkboxes for Advisor, Employer, Major or Minor, Semester of Credit, Semester of Work, Status, Start Date, and End Date. A blue arrow points to the Status dropdown menu, which is currently set to "Pending Student Submission Ap". Below the filter section is the "Internships" section, which includes a button for "+ New Internship" and a search box for "Export Internship Agreements to Excel". Below the search box is a table of internship agreements with columns for Student, Major, Submitted, Status, and Actions. The table contains one row for Rachel Test, Accounting, Submitted on Jun 24, 2014 11:45 AM, with a Status of "Pending Student Submission Approval". The Actions column for this row includes buttons for "Approve Student", "Send to Student", "Final Approval", "Edit", "View Agreement/Eval", "Archive", and "Delete".

Student	Major	Submitted	Status	Actions
<input type="checkbox"/> Rachel Test	Accounting	Jun 24, 2014 11:45 AM	Pending Student Submission Approval	<input type="button" value="Approve Student"/> <input type="button" value="Send to Student"/> <input type="button" value="Final Approval"/> <input type="button" value="Edit"/> <input type="button" value="View Agreement/Eval"/> <input type="button" value="Archive"/> <input type="button" value="Delete"/>

- To provide initial approval, select the green Approve Student button. This will prompt the system to send a request to the employer for verification.
- If you would like the student to make edits to the form before approving, select the orange Send to Student button. You can then enter instructions for the student on what needs to be corrected.

GRAND VALLEY STATE UNIVERSITY CAREER CENTER

- You will receive another email once the employer has verified the agreement.

<input type="checkbox"/>	Student	Major	Submitted	Status	Actions
<input type="checkbox"/>	Rachel Test	Accounting	Jun 24, 2014 11:45 AM	Pending Final Approval	Final Approval Edit View Agreement/Eval Archive Delete

careers@gvsu.edu
Final Agreement Form Submitted - Rachel Test
Dear Rachel Becklin,
The internship for Rachel Test has been verified by the

- To provide final approval, click the green Final Approval button.
- If the employer does not agree to the agreement form, you can select the orange Send to Student button again, informing them of this

In addition to approving, you can also edit, view, and archive agreements.

EVALUATION FORMS:

- IMS will automatically send out evaluation requests 2 weeks prior to the end of the semester to both students and employers.
- You will receive email notification when they have been completed.
- You can also manually send out requests at any time.

Art History
 Athletic Training
 Spring/Summer 2012
 Winter 2012
 Spring/Summer 2012
 Winter 2012

Employer: Any
Status: Approved
Evaluations: None Completed
Start Date: -
End Date: -

1. Select type of evaluations

Internships

2. Select students

3. Select action and click GO

Request Student/Employer Evaluations [Go](#)

<input type="checkbox"/>	Student	Major	Submitted	Status	Actions
<input type="checkbox"/>	Rachel Becklin	Accounting	May 22, 2014 1:59 PM	Approved	Edit View Agreement/Eval Archive Delete
<input type="checkbox"/>	Rachel Becklin	Accounting	May 21, 2014 10:54 AM	Approved	Edit View Agreement/Eval Archive Delete

OTHER IMS FEATURES:

- **Reports:** You can export student agreement forms, and student and supervisor evaluations into Excel workbooks.
- **Mass Emails:** You can email all supervisors and students in a given semester. This is a great way to connect with employers if you are unable to conduct site visits.
- **Input Agreement Form Manually:** You can manually enter a student's agreement form if necessary.

This dropdown contains multiple actions- select action and click Go

Internships

+ New Internship

Export Internship Agreements to Excel

Go

- **Customized System Emails:** You are able to create custom instructions in the automatic emails that go to students and employers. *(Note, all students assigned to you will receive the same emails).*
 - o Click "Majors" on top toolbar then "Edit" button...be sure to save changes.

System Emails

You can add text to emails being sent out of the system. Leaving a box empty will not include it in the emails.

Student Internship Submission

This email is sent to the student after they have submitted the initial agreement form. This may include additional steps required by your department such as acknowledgement of the position on company letterhead.

Dear StudentName,

The Internship Agreement form you recently submitted for Employer will be reviewed by your academic department, after which it will be emailed to your internship supervisor for verification, then processed by your faculty internship coordinator for completion. If you have not received a confirmation email from your faculty internship coordinator, AdvisorName, within three weeks, please contact them. Click [here](#) for a list of department contacts.

Please note your academic department may require additional information before your internship is approved. Be sure to check with them to review requirements and expectations of the internship.

Thanks!
GVSU Career Center

GRAND VALLEY STATE UNIVERSITY CAREER CENTER

- **Conduct Various Searches** (select Filter after criteria has been entered)

The screenshot shows a search interface with several filter categories. Four blue callout boxes with arrows point to specific filters:

- Individual Agreement:** Points to the 'Advisor:' dropdown menu.
- Interns at a specific Employer:** Points to the 'Employer:' dropdown menu.
- Completed/Un completed Evaluations:** Points to the 'Evaluations:' dropdown menu.
- Semester of Credit and Semester of Work:** Points to the 'Semester of Credit:' and 'Semester of Work:' sections.

The search interface includes a search bar, a 'Filter' button, and a 'Cancel' button. The filter categories are:

- Advisor:** Any
- Employer:** Any
- Major or Minor:** Accounting, Advertising & Public Relations, Anthropology, Art History, Athletic Training
- Status:** Any
- Evaluations:** Any
- Semester of Credit:** Fall 2013, Spring/Summer 2013, Fall 2012, Spring/Summer 2012, Winter 2012
- Semester of Work:** Fall 2013, Spring/Summer 2013, Fall 2012, Spring/Summer 2012, Winter 2012
- Start Date:** -
- End Date:** -

- **Access OLD IMS Site:** Agreements and evaluations will still be available on the old IMS site (Fall 2009 to Spring/Summer 2014).



- **Customized Evaluations:** Departments can add up to 5 open ended questions to the end of the student and employer evaluations. These questions will be placed on all evaluations going out to students within your selected major. Please send requests to Rachel Becklin, becklira@gvsu.edu