

INDIANA STATE

CAREER CENTER

Internships host site agreement workflow

Step 1:

A Host Site Agreement can be initiated in any of the three following ways:

- Students can enter the experience into Handshake and the Career Center team will confirm if we have a host site agreement already on file. If not, the Career Center will send a host site agreement request using Microsoft Power Automate to the host site supervisor for signature.
- Employers can initiate a host site agreement by [completing the form](#) on the Career Center website.
- Faculty/Staff [submit the form](#) on behalf of the host site to initiate the agreement.

Step 2: An automated email is sent to the Career Center stating a new host site agreement request has been submitted.

Step 3: Career Center reviews host site agreement request

Step 4: An email is sent to the host site supervisor/contact with the agreement for digital signature.

Step 5: Host site downloads/signs agreement and emails signed document to internshipcontracts@team.indstate.edu

Step 6: Career Center receives signed agreement submitted by host site.

Step 7: Career Center reviews signed agreement and sends signed agreement to the Vice President for University Engagement.

Step 8: Vice President for University Engagement downloads/signs agreement and uploads to document library.

Step 9: Career Center activates signed agreement and shares a signed copy with the host site and faculty member.

Step 10: Career Center updates [active host site agreements](#) on the website each semester.