Internship Inventory

The Internship Inventory is a web-application created to manage Appalachian State's internship approval process, to track student records to enrollment, and to provide a database for internship reporting.

Log In, Approval, Tracking, and Reporting

Students: Students seeking approval for their internships begin the process by speaking to their academic department.

Faculty: Faculty approving internships must have access to the Internship Inventory. If you need to gain access or adjust your permissions to the Internship Inventory, please contact the Signature Authority for your department. Having trouble signing into the Internship Inventory? Contact Les Miller, millerlc1@appstate.edu or call extension 2832.

Signature Authority and Dean Approval: All faculty with Signature Authority have access to approve internships through the Internship Inventory, can sign the Internship Contract, and can move a record on for Dean Approval once the departmental requirements have been satisfied.

Download Signature Authority Responsibilities

The Internship Contract: The Internship Contract outlines responsibilities of the University, the student intern, and the internship host. It is generated within the Internship Inventory using the generate contract button populating the Contract from fields within the student's internship record. Faculty may sign the Internship Contract as a University Representative. Once the Contract is signed by all parties, please upload it to the student's record in the Internship Inventory.

Affiliation Agreements: Some internship sites require an affiliation agreement. Appalachian State's Office of General Counsel must assist in preparing affiliation agreements and secure the Provost's signature. Les Miller, in partnership with our Office of General Counsel, can determine if a current agreement exists for your student's site. Call extension 2832 to speak with Les.

Reporting: As you need reports on your student interns, log in to the Internship Inventory, click on the Search button, select the characteristics you need, and click Search. On your results page, click on Export to Spreadsheet in the top right hand corner of the page. If you need details or combined reporting capabilities that you are unable to access on your own, please let Les Miller know at millerlc1@appstate.edu or at extension 2832. He will be glad to assist you in creating additional reports.

Help Requests

Requests will be reported directly to our Software Engineer. Please create a ticket at the Service Desk.

Feature Request

Internship Inventory Feature Request Form

Requests will be reported to the Internship Inventory Work Group, a subcommittee of the Internship Advisory Council. It is likely a member of the Work Group will be in touch with you to learn more from you about your idea(s). Thank you for your interest in strengthening the Internship Inventory and its use on our campus.