

## How to view internship evaluations: student & employer

Login to GradLeaders: <https://admin.gradleaders.com/SUNYP/Admin/Login.aspx>

Use the first part of your potsdam.edu email address as your username, as shown below, and GradLeaders password.

**NOTE:** If this is your first time logging in, your temporary password is 123456.

**Login**

**USERNAME \***

**PASSWORD \***

If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.

**EMAIL ADDRESS \***

Once you login you will see the main dashboard. Go to the **Internships** tab then **internship records**

Students Job Postings **Internships** Communication Reports Metrics Configuration

SET Semester List Approval Templates Internship Records

GradLeaders

The following screen will appear. To begin searching click on **basic search** on the left-hand side of the screen

### Internship Records

Screen Message for Internship Records

**CURRENT SEARCH**

No search criteria has been input. Please select a "Search By" feature and input criteria.

Clear Search Refresh Search

All (1949) Matched (0) Selected (0) << < 1 of 78 > >> Next Actions >

<input type="checkbox"/>	Semester	Student Name A	Organization Name	Job Title	Manager	Status
<input type="checkbox"/>			Potsdam Athletics Department	test		Registered
<input type="checkbox"/>	Fall 2017	Abraham, Dejeane	Student Success Center	FYSS TA	White, Toby	Approved
<input type="checkbox"/>	Fall 2019	Acevedo, Bianca	SUNY Potsdam's Trio	Peer Mentor	White, Toby	Approved
<input type="checkbox"/>	Fall 2019	Acevedo, Bianca	SUNY Potsdam EOP Bears Mentor	intern	White, Toby	Approved
<input type="checkbox"/>	Spring 2018	Acevedo, Julisa	SUNY Potsdam English and Communication Department	Teacher Assistant	White, Toby	Approved
<input type="checkbox"/>	Fall 2017	Acevedo, Julisa	SUNY Potsdam Counseling Center	Peer Counselor Trainee	White, Toby	Approved
<input type="checkbox"/>	Fall 2017	Acevedo, Julisa	SUNY Potsdam English and Communication Department	Teacher Assistant	White, Toby	Approved
<input type="checkbox"/>	Fall 2016	Ackerman, Kylie	TLC Real Estate	Real Estate Agent Intern	White, Toby	Approved
<input type="checkbox"/>	Summer 2016	Ackerman, Kylie	TLC Real Estate	Real Estate Agent Intern	White, Toby	Approved

Click on the **advanced search** button

### Internship Records

Screen Message for Internship Records

**CURRENT SEARCH**

No search criteria has been input. Please select a "Search By

Advanced Search >

Candidate First Name  
Candidate Last Name  
Semester  
Status

BASIC SEARCH >>

Scroll down to **Faculty Sponsor Name**, enter your name, and click the **Add** button on the right

**Internship Records** View Results Clear Search

**SELECTED CRITERIA** Matched 0 Remove Selected

Indicates All Must Match  
Indicates Excluded from Search

No search criteria has been input. Please select a "Search By" feature and input criteria.

**SEARCH CRITERIA** Hide All

Search Categories

- 1. Critical Thinking/Problem Solving
- 2. Oral/Written Communication
- 3. Professionalism/Work Ethic
- 4. Career Management
- 5. Teamwork/Collaboration
- 6. Digital Technology
- 7. Leadership
- 8. Global/Intercultural Fluency
- Address Line 1

Describe why you chose this internship and how it will enhance your academic program here at SUNY Potsdam.

Detailed Internship Job Description

Estimated number of hours per week at the work site for the entire semester.

Faculty Sponsor Email

**Faculty Sponsor Name** + Add

Toby White

Fee Waiver Received

Fee Waiver Sent

First Name

Have an overall cumulative GPA of at least 2.5

Hometown Address City

Hometown Address City

Continue to scroll until you find **Semester**. Click on the semester you would like to search and click **Add** on the right-hand side.

**Semester** + Add

<input type="checkbox"/> FALL 2015	<input type="checkbox"/> SPRING 2016	<input type="checkbox"/> WINTERIM 2016
<input type="checkbox"/> SUMMER 2016		
<input type="checkbox"/> FALL 2016	<input type="checkbox"/> WINTERIM 2017	<input type="checkbox"/> SPRING 2017
<input type="checkbox"/> SUMMER 2017		
<input type="checkbox"/> FALL 2017	<input type="checkbox"/> SPRING 2018	<input type="checkbox"/> WINTERIM 2018
<input type="checkbox"/> SUMMER 2018		
<input type="checkbox"/> FALL 2018	<input type="checkbox"/> WINTERIM 2019	<input type="checkbox"/> SPRING 2019
<input type="checkbox"/> SUMMER 2019		
<input type="checkbox"/> FALL 2019	<input type="checkbox"/> SPRING 2020	<input checked="" type="checkbox"/> SUMMER 2020
<input type="checkbox"/> FALL 2020		

Once you have entered your name, the semester you want to view, scroll back to the top of the page, and click **View Results**

Results are shown below. Click on **Summer 2020** on the student you wish to view

### Internship Records

Screen Message for Internship Records

**CURRENT SEARCH**

- ✘ Faculty Sponsor Name : Jessica Rogers
- ✘ Semester : Summer 2020

Clear Search Refresh Search

All (1949) **Matched (5)** Selected (0) Next Actions ▶

<input type="checkbox"/>	Semester	Student Name ▲	Organization Name	Job Title	Manager	Status
<input type="checkbox"/>	Summer 2020	Armstrong, Angus	SUNY Potsdam Environmental Studies Department	Walker Intern		Waiting to Register
<input type="checkbox"/>	Summer 2020	Baker, Andrew	Hadley Fire Tower Committee	Fire Tower Steward at Hadley Fire Tower Committee	White, Toby	Approved
<input type="checkbox"/>	Summer 2020	Mailhot, Madeleine	J.F. Brennan Company, Inc.	Project Engineer Intern at J.F. Brennan Company, Inc.	White, Toby	Approved
<input type="checkbox"/>	Summer 2020	Matunis, Kristina	Camp Danbee	General Counselor at Camp Danbee	White, Toby	Inactive
<input type="checkbox"/>	Summer 2020	Stephens, William	Adirondack Watershed Institute	Steward at Adirondack Watershed Institute	White, Toby	Approved

The student's internship record will appear like as shown below

### View Internship

2 of 5 « BACK

**Baker, Andrew** Summer 2020  
Hadley Fire Tower Committee - Fire Tower Steward at Hadley Fire Tower Committee

**Internship Information**

<b>STATUS</b> Approved	<b>ORGANIZATION NAME</b> Hadley Fire Tower Committee
<b>JOB TITLE</b> Fire Tower Steward at Hadley Fire Tower Committee	<b>START DATE</b> 6/6/2020
<b>END DATE</b> 8/15/2020	<b>TOTAL NUMBER OF HOURS TO BE COMPLETED AT THE WORK SITE FOR THE ENTIRE SEMESTER</b> 400
<b>ESTIMATED NUMBER OF HOURS PER WEEK AT THE WORK SITE FOR THE ENTIRE SEMESTER</b> 40	<b>PROPOSED DETAILED WEEKLY SCHEDULE FOR THE ENTIRE SEMESTER</b>
<b>SUNDAY</b> 8	<b>MONDAY</b> 8
<b>TUESDAY</b> 0	<b>WEDNESDAY</b> 0
<b>THURSDAY</b> 8	<b>FRIDAY</b> 8
<b>SATURDAY</b>	<b>SALARY</b>

**Action**

- Edit Information
- Approval Workflow
- Feedback Setup
- Change Internship Semester
- Copy Internship
- Delete Internship

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**Job** edit

No job selected

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**Organization** edit

Hadley Fire Tower Committee

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**Contact** edit

Linda Ranado

Scroll to the bottom of the page to **Feedback Results**. Click on the **binoculars** on the right-hand side to view the internship evaluation results. There will be a student and site supervisor evaluation.

**Feedback Results** ↻

Survey Type	Completed	Response Date	Resend Evaluation Email	Actions
Mid-Term Student Survey	Y	7/17/2020 11:25 AM		
Mid-Term Employer Survey	Y	7/11/2020 9:26 AM		

**NOTE:** If you do not see binoculars in the Actions section under student or employer then the evaluation has not been completed

Evaluation results will look like what is shown below

## Summer Student Mid-Term Evaluation

[« Back](#)

### Summary

**NAME**

Andrew Baker

**EMAIL**

bakeral203@potdam.edu

**JOB TITLE**

Fire Tower Steward at Hadley Fire Tower Committee

**ORGANIZATION**

Hadley Fire Tower Committee

**STARTED**

7/17/2020 11:22 AM

**COMPLETED**

7/17/2020 11:25 AM

**TIME SPENT**

2 minutes 52 seconds

**IP ADDRESS**

174.197.201.255

### Question and Responses

**Q1: STUDENT INFORMATION**

Name: (first & last): Andrew Baker  
Internship Organization: Hadley Fire Tower Committee  
Job Title: Fire Tower Steward  
Site Supervisor Name: Linda Ranado  
Faculty Sponsor Name: Jessica Rogers  
Total Number of Internship Credits: 6

**Q2: I HAVE STARTED MY ACADEMIC INTERNSHIP AND I AM ON TRACK WITH MY REQUIRED HOURS**

Yes

**Q3: I HAVE BEEN TRAINED AND RECEIVED ORIENTATION FROM MY EMPLOYER IN MY ACADEMIC INTERNSHIP**

Yes

**Q4: I AM AWARE OF MY NACE CAREER COMPETENCIES AND I AM WORKING ON COMPLETING**