

PSB - ABLE ONLINE INTERNSHIP APPLICATION

1. **Go to this web address:** <https://www2.salisbury.edu/able/app> and enter your SU login information.
 - a. Contact Dr. Donaway (tldonaway@salisbury.edu) if you have problems accessing the site. Be sure to include your ID number in your correspondence.
2. **Student Profile and Rules and Policy Sign Off Sheet:** complete your Student Profile. Student Profile includes basic information such as your ID, phone number, address, major, etc. Read and sign the Rules and Policy Sign Off Sheet. These must be completed before you can begin the application.
3. **Begin Application:** Click "Start New Application " next to your major and carefully enter information regarding your internship. ***PLEASE make sure that the Internship Site Supervisor email address is correct.*** After the ABLE Program Application is complete a green check mark will replace the current bullet point. Continue to the next step.
4. **Prerequisites:** Enter the semester, year, and grade for each of the required prerequisites. Grades and semester can be found in the unofficial transcript section on Gullnet. The bullet point will be replaced with a check mark once successfully saved. Continue to the next step.
5. **Agreement Disclosure & Certification:** Carefully read the Agreement Disclosure & Certification. Make sure information in the field is correct. Sign, and then click Submit and Continue. The bullet point will be replaced with a check mark once successfully saved. Continue to the next step.
6. **Internship Job Description:** The Internship Job Description form is the designated area for the site supervisor to upload a job description file. The status will show: File Not Uploaded and the area will remain unchecked until the file has been uploaded. Continue to the next step.
7. **Credit Agreement:** The Credit Agreement should be read thoroughly, signed and saved. The bullet point will be replaced with a check mark once successfully saved. Continue to the next step.
8. **Learning Goals & Objectives:** It is recommended the Learning Goals & Objectives be typed beforehand in Word and copied/pasted into the form. The site will timeout after 30 minutes of inactivity. Once Learning Goals & Objectives are completed, sign and save. Learning Goals & Objectives can be updated if required, no need to sign in again.

Please be aware: your application is a professional document and therefore should meet basic spelling and grammar rules. Review your entire portion to be sure what you've written is professional, clear and correct. **Refer to the provided guidelines for drafting your goals & objectives.**

Provided all information is entered correctly, all categories in the box should have green check marks except the Internship Job Description. Click the Home tab to see the application's status. If done correctly "Your Status" should show complete. Other statuses will remain pending until approved by the designated faculty and or staff member.

An email will be sent to your site supervisor requesting they complete their portion-which has 3 steps.

NOTE: Both your student portion and the employer's portion must be completed by the designated deadline!

Your department chair or assigned designee will be notified that your application is ready for review. If approved, an email will be sent to your SU account with information needed to enroll in a 490 course.

Application process takes approximately one week however the process could take longer depending on the site supervisor.

www.salisbury.edu/student-services/ABLE