

Submit Your Internship Experience *Using Handshake*



*Discuss the following with your **Site Supervisor** and **Faculty Internship Advisor** before you submit your Internship Experience in Handshake.*

Learning Objectives (Discuss with Faculty Internship Advisor) - What you will be expected to learn from this internship, based on the activities involved:

Progress Documentation (Discuss with Faculty Internship Advisor) - What kind of documentation will you be expected to provide to ensure that learning opportunities are happening, such as: evaluations, journal assignments, reflection papers, etc.:

Internship Description (Discuss with Site Supervisor) - About the organization and what the internship entails:

Learning Activities (Discuss with Site Supervisor) - What you will specifically be doing as part of the internship. List as many activities as possible:

Deadlines for the 2018-2019 School Year

	Fall Quarter 2018	Winter Quarter 2019	Spring Quarter 2019	Summer Quarter 2019
Learning Contract	10/3/2018	1/22/2019	4/15/2019	7/6/2019
Midterm Evaluation	10/26/2018	2/8/2019	4/26/2019	7/26/2019
Final Evaluation	11/30/2018	3/22/2019	6/7/2019	8/16/2019
Site Evaluation	end of quarter	end of quarter	end of quarter	end of quarter



Getting Started with Handshake

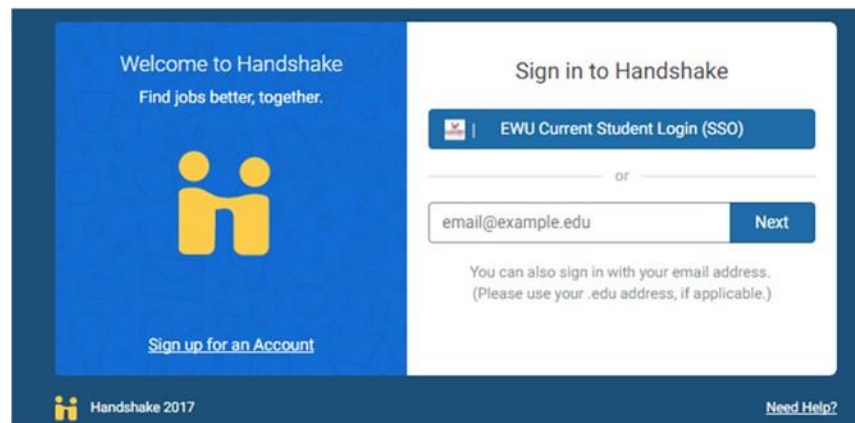
Handshake is a modern career development platform where you can:

- **Search for jobs and internships**
- **Get updates** from EWU Career Services and your favorite employers
- **Browse career resources and events** tailored to your interests
- **Schedule appointments** with your Career Advisor

Login to Handshake

If you are a current student **and are registered for classes**, an account has already been created for you.

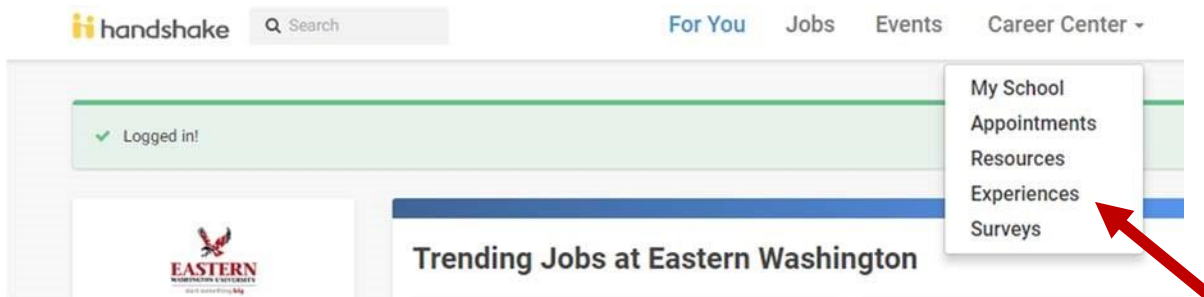
1. **Go to ewu.joinhandshake.com** and login with **SSO** or your **@eagles.ewu.edu email address** and password.
2. **Complete your profile** to personalize your experience.
3. **From here you can search for** jobs, internships, events, and career advising appointments.
4. **Visit support.joinhandshake.com** if you need further instruction.



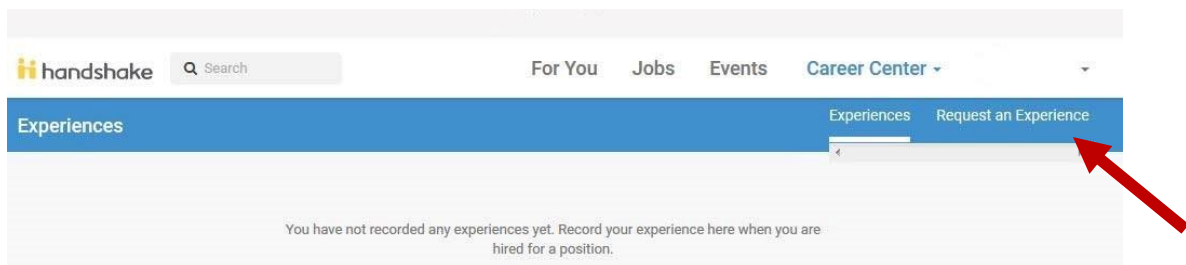
***** Note ***** If you are an incoming student, and have not yet registered for classes, **DO NOT** create a new account. Your account will be created after you register for classes. If you need access sooner, please contact careers@ewu.edu for assistance.

Enter Your Handshake Experience

1. Once you are inside the Handshake homepage, click the **Career Center** tab located at the upper right side of the page.
2. Select **Experiences** to begin the internship submission process.
3. On the next page, **Request an Experience**



(Next Page)



4. Select your **Experience Type**, internship **Term**, and answer the rest of the required information.



5. Enter the **Employer** information. If your Employer is not in the Handshake system, you can add them in yourself

Employer

* Employer

Select an employer

If you do not see your employer please type your own

Location

Enter the location of the employer...

Industry

Select an industry

Employer Phone Number

Employer Email Address

6. In the **Job** section, list the name of your internship title
7. If you are receiving a paid internship or stipend, please complete the **Salary** section as well

Job

* Job

Select a job

If you do not see your job please type your own

Department

Date

yyyy-mm-dd > yyyy-mm-dd

Job Type

Internship

Employment Type

Seasonal

Salary

\$

Offer Date

2017-10-30

Offer Accepted

yes
 no
 undecided

Date Offer Accepted

yyyy-mm-dd

8. *****Very Important***** When listing your **Approvers**, please enter the *accurate* contact information for both *Site Supervisor* as well as the *Faculty Internship Advisor*.

Approvers

Site Supervisor

* Email Address

An approver with this email address does not exist. Please fill out the following fields to create one.

* Name

Title

Phone Number

Faculty Internship Advisor

* Email Address

Create Experience

Submission Complete!

Once you have added your Learning Objectives, you have completed the submission process of your Experience.

← Experience Information

Overview | Edit | Evaluations | Submit an Evaluation

STUDENT

Senior

TERM
Fall Quarter 2017

TEMPLATE
2017-2018 Internship

Actions

Request Evaluations

Labels

No labels have been added.

Select a label...

Attachments

New Attachment

Details
Comments and Activity
Learning Objectives
Approvals
Notes

Approval Process Complete

Approvals

Romeal Watson ✎

Status: Approved [Email Sent](#)

Title: Site Supervisor

Send Evaluation Requests: Yes

Approved: November 1st 2017 1:21 pm

Deadline: November 11th 2017 11:59 pm PST (10 days from now)

Survey:

Comment:

Approval Link: app.joinhandshake.com/internship_approvals/33002?token=voIDCo9Ei9NEVtmsBQyVDSHwioSY_-91BRNCXmcyG4w7zdt9KSA
If you feel this URL is being abused you may generate a new one here. Generating a new URL will invalidate the old URL.

Romeal Watson ✎

Status: Approved [Email Sent](#)

Title: Faculty Internship Advisor

Send Evaluation Requests: Yes

Approved: November 1st 2017 1:21 pm

Deadline: November 11th 2017 11:59 pm PST (10 days from now)

Survey:

Comment:

Approval Link: app.joinhandshake.com/internship_approvals/33003?token=xAZj9woKtSjTfRf9UjTE01SF4W1uAX1F0m-X4ehN6m6DZqToGNHA
If you feel this URL is being abused you may generate a new one here. Generating a new URL will invalidate the old URL.

Next Steps

1. You will be notified via your *Eagles Email* when your Experience is *approved*. *****Note ***** *If you do not receive this email, please periodically check the status in Handshake and follow up with Career Services.*
2. Don't forget to complete a Special Course Approval Registration Form (SCARF). [Click here to complete the online form.](#)
3. The 4th and 8th week evaluations will be automatically sent to your Site Supervisor at the appropriate time. Please remind your Site Supervisor if you do not receive a timely evaluation.

If you have any additional questions about this process, please contact:

Romeal Watson
Internship Coordinator
114 Showalter Hall
rjwatson@ewu.edu
509.359.4637

Faculty Internship Advisor List

Department	Faculty Internship	Advisor List	Phone/Fax	Address
Accounting (ACCT)	Susan Megaard	smegaard@ewu.edu ;	828-1257---828-1275	SEWC 351
Anthropology (ANTH)	Michael Zukosky	mzukosky@ewu.edu ;	359-6229---359-2474	103 ISL
Art (ART)	Elisa Nappa	enappa@ewu.edu ;	359-7089---359-7810	140 ART
Biology/Biotechnology (BIOL)	Lisa Williams	lwilliams@ewu.edu ;	359-7499---359-6867	258 SCI
Chemistry (CHEM)	Ken Raymond Ashley Lamm	kraymond@ewu.edu ; alamm@ewu.edu ;	359-6520---359-6973 359-7932---359-6973	226 SCI 204 SCI
Children's Studies Bellevue Campus	Deanna Trella Barbara Culler	dtrella@ewu.edu ; bculler@ewu.edu ;	359-4828---359-6583 (425) 564-5104	SNR 127 House 1
Communication Studies (CMST)	Jeff Stafford	jstafford@ewu.edu ;	359-7929---359-2496	117 COM
Computer Science/CIS (CSHE)	Stu Steiner	ssteiner@ewu.edu ;	359-4296---359-2215	CEB 319F
Criminal Justice/Sociology	Dale Lindekugel Kerryn Bell John Goldman Scott Mathers Sean Chabot Todd Hechtman	dlindekugel@ewu.edu ; kbell@ewu.edu ; jgoldman@ewu.edu ; smathers@ewu.edu ; schabot@ewu.edu ; thechtman@ewu.edu ;	359-2489---359-6583 359-6921---359-6583 359-7876---359-6583 359-4560---359-6583 359-6239---359-6583 359-4243---359-6583	311R PAT 311Q PAT 311P PAT 311O PAT 329 PAT 329 PAT
Sociology				
Career Services (CRSV 295), Undeclared	Robbyn Hoffman	rhoffman@ewu.edu ;	359-6933---3596940	PUB 322
Data Science (DSCI)	Duaning Zhou	dzhou@ewu.edu ;	828-1203---828-1275	SEWC 307
Economics (ECON)	Nate Greene	ngreene@ewu.edu ;	359-2332	311E PAT
Electronic Media and Film	Drew Ayers	cogden@ewu.edu ;	359-2535---359-4841	204 RTV
English, Creative Writing (ENGL) Tech Comm. (TCOM) Journalism (JRNM) Literature	Natalie Kusz Teena Carnegie Jamie Tobias Neely Chris Valeo	nkusz@comcast.net ; tcarnegie@ewu.edu ; jneely@ewu.edu ; cvaleo@ewu.edu ;	828-1313---359-6206 359-2869---359-6206 359-7056---359-6206 359-6179---359-6206	SEWC 263 211C PAT 211F PAT 211S PAT
Exercise Science (EXSC 488)	Katie Taylor Jeni McNeal Alan Coelho Christi Brewer	Ktaylor31@ewu.edu ; jmcneal@ewu.edu ; acoelho@ewu.edu ; cbrewer7@ewu.edu ;	359-7960---359-4833 359-2508---359-4833 359-4328--- 359-2485---359-4833	PEC 247 PEC 250 PEC 251 PEC244
Management (MGMT) Operations Mgmt. (OP) Marketing (MKTG) Human Resources (HUM) Finance (FINC) Bellevue Campus	Larry Davis Dr. Tam Limpaphayom	Lndavis29@comcast.net ; wlimpaphayom@ewu.edu ;	828-1265---828-1275 (425) 564-5101	SEWC 215 House 1
Geography (GEOG)	Stacey Warren	swarren@ewu.edu ;	359-7962---359-4632	103 ISL
Geology (GEOL)	Jennifer Thomson	jthomson@ewu.edu ;	359-7478---359-4386	130 SCI
Health Education (HLED)	Sarah Mount	Smount2@ewu.edu ;	359-4308---359-4833	232 PEB
Health Services Admin (HSAD)	Duaning Zhou	dzhou@ewu.edu ;	828-1203---828-1275	SEWC 307
History (HIST)	Larry Cebula	lcebula@ewu.edu ;	359-6079---359-4275	103I PAT
Honors (HNRS)	Dana Elder	delder@ewu.edu ;	359-6305---359-2823	217 HAR
Interdisciplinary Studies (ITDS)	John Neace	jneace@ewu.edu ;	359-6524---359-2220	300 SNR
International Affairs (INST)	Dorothy Zeisler-Vralsted	dzeislervral@ewu.edu ;	359-6998---359-6049	233 PAT
Mgt. Info. Sys. (MISC)	Duaning Zhou	dzhou@ewu.edu ;	828-1203---828-1275	SEWC 307
Philosophy	Chris Kirby	ckirby@ewu.edu ;	359-6503---359-2860	229 PAT
Planning (PLAN)	Gregg Dohrn	gdohrn@ewu.edu ;	---358-2267	3 RPT
Political Science (POLI)	Kevin Pirch	kpirch@ewu.edu ;	359.2413 --- 359.6049	233N PAT
Psychology (Undeclared, Non-field Study) Psychology (Applied Dev. Psych/Fieldstudy) Bellevue campus	Jillene Seiver Heidi Hillman ???	jseiver@ewu.edu ; hhillman@ewu.edu	359-4203---359-6325 359-6864---359-4366 (425) 564.5100	151C MAR 135 MAR House 1
Social Work	Martha Raske	Mraske@ewu.edu ;	359-4567---359-6475	208 SNR
Technology (TECH)	Stu Steiner	ssteiner@ewu.edu ;	359-4296---359-2215	CEB 319F
Electrical Engineering (TECH)	Thomas Walsh	twalsh@ewu.edu ;	359-6490---359-6420	319G CEB

Engineering Technology (TECH) Mechanical Engineering & ME Technology (MENG), (METC)	Don Richter Jason Durfee	drichter@ewu.edu ; jdurfee@ewu.edu ;	359-2880---359-6420 359.4885---359-6420	319G CEB 329 CEB
Visual Communication Design (DESN)	Mindy Breen Travis Masingale	mbreen@ewu.edu ; tmasingale@ewu.edu ;	359-7002---359-6420 359-2437---359-6420	333 CEB 319 CEB
Women and Gender Studies	Judy Rohrer Elizabeth Kissling Jessica Willis	jrohrer2@ewu.edu ; ekissling@ewu.edu ; jwillis6@ewu.edu ;	359-2409—359-2860 359-7389—359-2860 359-4382—359-2860	207 MON 207 MON 207 MON