

# 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**.*

## Career Center

Pence Union Building (PUB) 332  
careers@ewu.edu | 509.359.6365  
ewu.edu/careercenter



**EASTERN**  
WASHINGTON UNIVERSITY

start something **big**

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

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

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

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**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.:

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## Getting Started with Handshake

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

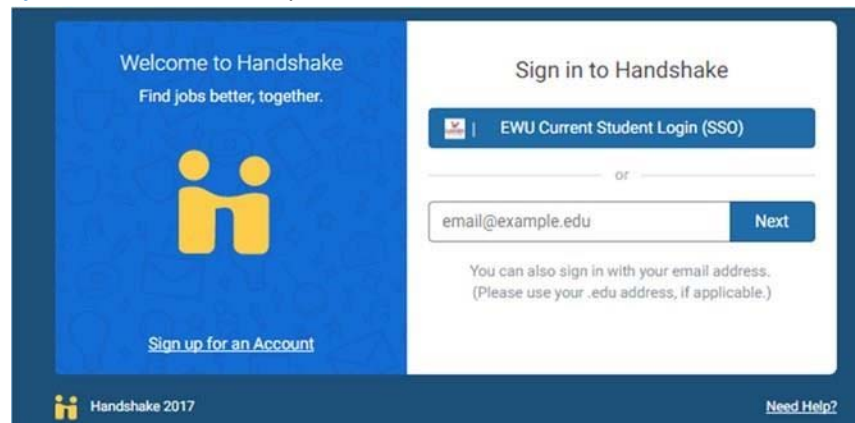
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### Login to Handshake

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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](http://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](http://support.joinhandshake.com) if you need further instruction.



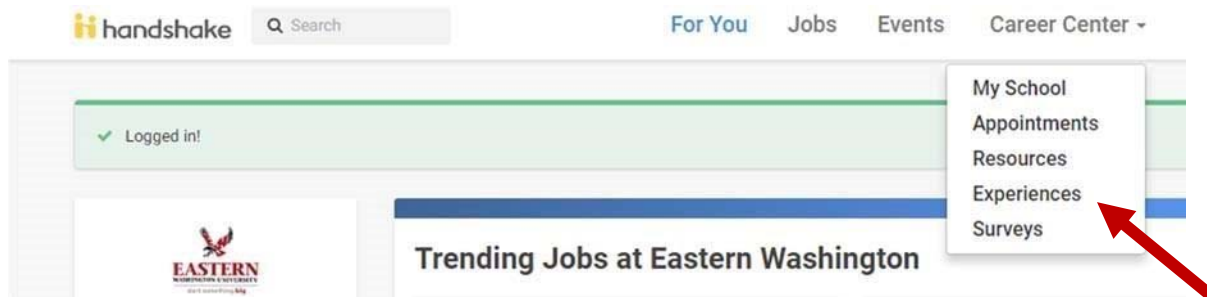
**\*\*\* Note \*\*\*** If you are an incoming student, and have not yet registered for classes, **DO NOT** create a new account. Your account will be created after you register for classes. If you need access sooner, please contact [careers@ewu.edu](mailto:careers@ewu.edu) for assistance.

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### Enter Your Handshake Experience

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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.

The screenshot shows the 'Request an Experience' form. The navigation bar at the top right has 'Request an Experience' selected. Below the navigation bar, there is a 'Details' section with two dropdown menus: 'Experience Type' (with the text 'Select an experience type') and 'Term' (with the text 'Select a term').

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**

- In the **Job** section, list the name of your internship title
- 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

- \*\*\*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**

First Name  Last Name

**Title**

**Phone Number**



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**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

Details	Comments and Activity	Learning Objectives	Approvals	Notes
<p><b>Approval Process Complete</b></p> <p>Approvals</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Romeal Watson</b> <small>✎</small></p> <p>Status: <span style="color: green;">Approved</span> <a href="#">Email Sent</a></p> <p>Title: Site Supervisor</p> <p>Send Evaluation Requests: Yes</p> <p>Approved: November 1st 2017 1:21 pm</p> <p>Deadline: November 11th 2017 11:59 pm PST (10 days from now)</p> <p>Survey:</p> <p>Comment:</p> <p>Approval Link: <a href="http://app.joinhandshake.com/internship_approvals/33002?token=volDCo9EgNEVtmsBQyVDSnWlo5Y_-918RNCXmcyG4w7zdt9KSA">app.joinhandshake.com/internship_approvals/33002?token=volDCo9EgNEVtmsBQyVDSnWlo5Y_-918RNCXmcyG4w7zdt9KSA</a></p> <p><small>If you feel this URL is being abused you may generate a new one here. Generating a new URL will invalidate the old URL.</small></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Romeal Watson</b> <small>✎</small></p> <p>Status: <span style="color: green;">Approved</span> <a href="#">Email Sent</a></p> <p>Title: Faculty Internship Advisor</p> <p>Send Evaluation Requests: Yes</p> <p>Approved: November 1st 2017 1:21 pm</p> <p>Deadline: November 11th 2017 11:59 pm PST (10 days from now)</p> <p>Survey:</p> <p>Comment:</p> <p>Approval Link: <a href="http://app.joinhandshake.com/internship_approvals/33003?token=xAZj9woKtSjTfRkGUuTE01SF4W1uAX1F0m-X4ehN6m6DZqTo6NHA">app.joinhandshake.com/internship_approvals/33003?token=xAZj9woKtSjTfRkGUuTE01SF4W1uAX1F0m-X4ehN6m6DZqTo6NHA</a></p> <p><small>If you feel this URL is being abused you may generate a new one here. Generating a new URL will invalidate the old URL.</small></p> </div>				

**STUDENT**

Senior

TERM

Fall Quarter 2017

TEMPLATE

2017-2018 Internship

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**Actions**

[Request Evaluations](#)

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**Labels**

No labels have been added.

Select a label...

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**Attachments**

[New Attachment](#)

## 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 Center.*
2. Don't forget to complete a Special Course Approval Registration Form (SCARF). [Click here to complete the online form.](#)
3. The 4<sup>th</sup> and 8<sup>th</sup> 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.

### Deadlines for the 2019-2020 School Year

	Fall Quarter 2019	Winter Quarter 2020	Spring Quarter 2020	Summer Quarter 2020
<b>Learning Contract</b>	10/4/2019	1/24/2020	4/17/2020	7/5/2020
<b>Midterm Evaluation</b>	10/25/2019	2/7/2020	4/24/2020	7/26/2020
<b>Final Evaluation</b>	11/29/2019	3/20/2020	6/5/2020	8/16/2020
<b>Site Evaluation</b>	end of quarter	end of quarter	end of quarter	end of quarter

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

**Romeal Watson**  
 Internship Coordinator  
 332 PUB  
[rjwatson@ewu.edu](mailto:rjwatson@ewu.edu)  
 509.359.4637

## Faculty Internship Advisor List

Department	Faculty Internship	Advisor List	Phone/Fax	Address
Accounting (ACCT)	Susan Megaard	<a href="mailto:smegaard@ewu.edu">smegaard@ewu.edu</a> ;	828-1257---828-1275	SEWC 351
Anthropology (ANTH)	Michael Zukosky	<a href="mailto:mzukosky@ewu.edu">mzukosky@ewu.edu</a> ;	359-6229---359-2474	103 ISL
Art (ART) Studio Art	Elisa Nappa Catherine Girard	<a href="mailto:enappa@ewu.edu">enappa@ewu.edu</a> ; <a href="mailto:cgirard2@ewu.edu">cgirard2@ewu.edu</a> ;	359-7089---359-7810 359-6652	140 ART 134 ART
Biology/Biotechnology (BIOL)	Lisa Williams	<a href="mailto:lwilliams@ewu.edu">lwilliams@ewu.edu</a> ;	359-7499---359-6867	258 SCI
Chemistry (CHEM) Forensic	Ken Raymond Ashley Lamm	<a href="mailto:kraymond@ewu.edu">kraymond@ewu.edu</a> ; <a href="mailto:alamm@ewu.edu">alamm@ewu.edu</a> ;	359-6520---359-6973 359-7932---359-6973	226 SCI 204 SCI
Children's Studies  <b>Bellevue Campus</b>	Deanna Trella  Barbara Culler Mary Ward Lupinacci	<a href="mailto:dtrella@ewu.edu">dtrella@ewu.edu</a> ;  <a href="mailto:bculler@ewu.edu">bculler@ewu.edu</a> ; <a href="mailto:mwardlupinacci@ewu.edu">mwardlupinacci@ewu.edu</a> ;	359-4828---359-6583 (425) 564-5104 359-4109---359-6583	SNR 127 House 1 SNR 141
Communication Studies (CMST)	Jeff Stafford Jessica Boyer	<a href="mailto:jstafford@ewu.edu">jstafford@ewu.edu</a> ; <a href="mailto:jboyer4@ewu.edu">jboyer4@ewu.edu</a>	359-7929---359-2496 359-4702---359-2496	117 COM 229 COM
Computer Science/CIS (CSHE)	Stu Steiner	<a href="mailto:ssteiner@ewu.edu">ssteiner@ewu.edu</a> ;	359-4296---359-2215	CEB 319F
Criminal Justice/Sociology  Sociology	Dale Lindekugel Kerryn Bell John Goldman Scott Mathers Sean Chabot Todd Hechtman	<a href="mailto:dlindekugel@ewu.edu">dlindekugel@ewu.edu</a> ; <a href="mailto:kbell@ewu.edu">kbell@ewu.edu</a> ; <a href="mailto:jgoldman@ewu.edu">jgoldman@ewu.edu</a> ; <a href="mailto:smathers@ewu.edu">smathers@ewu.edu</a> ; <a href="mailto:schabot@ewu.edu">schabot@ewu.edu</a> ; <a href="mailto:thechtman@ewu.edu">thechtman@ewu.edu</a> ;	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
Career Center (CRSV 295), Undeclared	Robbyn Hoffman	<a href="mailto:rhoffman@ewu.edu">rhoffman@ewu.edu</a> ;	359-6933---3596940	PUB 322
Data Science (DSCI)	Duanning Zhou	<a href="mailto:dzhou@ewu.edu">dzhou@ewu.edu</a> ;	828-1203---828-1275	SEWC 307
Economics (ECON)	Nate Greene	<a href="mailto:ngreene@ewu.edu">ngreene@ewu.edu</a> ;	359-2332	311E PAT
Electronic Media and Film	Chase Ogden	<a href="mailto:Cogden2@ewu.edu">Cogden2@ewu.edu</a> ;	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	<a href="mailto:nkusz@comcast.net">nkusz@comcast.net</a> ; <a href="mailto:tcarnegie@ewu.edu">tcarnegie@ewu.edu</a> ; <a href="mailto:jneely@ewu.edu">jneely@ewu.edu</a> ; <a href="mailto:cvaleo@ewu.edu">cvaleo@ewu.edu</a> ;	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 ( <b>EXSC 488</b> )	Katie Taylor Nate Lawton Melissa Elfering Alan Coelho Christi Brewer	<a href="mailto:Ktaylor31@ewu.edu">Ktaylor31@ewu.edu</a> ; <a href="mailto:nlawton@ewu.edu">nlawton@ewu.edu</a> ; <a href="mailto:melfering@ewu.edu">melfering@ewu.edu</a> ; <a href="mailto:acoelho@ewu.edu">acoelho@ewu.edu</a> ; <a href="mailto:cbrewer7@ewu.edu">cbrewer7@ewu.edu</a> ;	359-7960---359-4833 359-2508---359-4833 359-7069---359-4833 359-4328--- 359-2485---359-4833	PEC 247 PEC 228 PEC 229 PEC 251 PEC244
Management (MGMT) Operations Mgmt. (OP) Marketing (MKTG) Human Resources (HUM) Finance (FINC) <b>Bellevue Campus</b>	Larry Davis  Dr. Tam Limpaphayom	<a href="mailto:Lndavis29@comcast.net">Lndavis29@comcast.net</a> ;  <a href="mailto:wlimpaphayom@ewu.edu">wlimpaphayom@ewu.edu</a> ;	828-1265---828-1275  (425) 564-5101	SEWC 215  House 1
Geography (GEOG)	Stacey Warren	<a href="mailto:swarren@ewu.edu">swarren@ewu.edu</a> ;	359-7962---359-4632	103 ISL
Geology (GEOL)	Jennifer Thomson	<a href="mailto:jthomson@ewu.edu">jthomson@ewu.edu</a> ;	359-7478---359-4386	130 SCI
Health Education (HLED)	Sarah Mount	<a href="mailto:Smount2@ewu.edu">Smount2@ewu.edu</a> ;	359-4308---359-4833	232 PEB
Health Services Admin (HSAD)	Duanning Zhou	<a href="mailto:dzhou@ewu.edu">dzhou@ewu.edu</a> ;	828-1203---828-1275	SEWC 307
History (HIST)	Larry Cebula	<a href="mailto:lcebula@ewu.edu">lcebula@ewu.edu</a> ;	359-6079---359-4275	103I PAT
Honors (HNRS)	Dana Elder	<a href="mailto:delder@ewu.edu">delder@ewu.edu</a> ;	359-6305---359-2823	217 HAR
Interdisciplinary Studies (ITDS)	John Neace	<a href="mailto:jneace@ewu.edu">jneace@ewu.edu</a> ;	359-6524---359-2220	300 SNR
International Affairs (INST)	Dorothy Zeisler-Vralsted	<a href="mailto:dzeislervral@ewu.edu">dzeislervral@ewu.edu</a> ;	359-6998---359-6049	233 PAT
Mgt. Info. Sys. (MISC)	Duanning Zhou	<a href="mailto:dzhou@ewu.edu">dzhou@ewu.edu</a> ;	828-1203---828-1275	SEWC 307



Philosophy	Chris Kirby	<a href="mailto:ckirby@ewu.edu">ckirby@ewu.edu</a> ;	359-6503---359-2860	229 PAT
Planning (PLAN)	Gregg Dohrn	<a href="mailto:gdohrn@ewu.edu">gdohrn@ewu.edu</a> ;	---358-2267	3 RPT
Political Science (POLI)	Kevin Pirch	<a href="mailto:kpirch@ewu.edu">kpirch@ewu.edu</a> ;	359.2413 --- 359.6049	233N PAT
Psychology (Undeclared, Non-field Study) Psychology (Applied Dev. Psych/Fieldstudy) <b>Bellevue campus</b>	Jillene Seiver Heidi Hillman ???	<a href="mailto:jseiver@ewu.edu">jseiver@ewu.edu</a> ; <a href="mailto:hhillman@ewu.edu">hhillman@ewu.edu</a>	359-4203---359-6325 359-6864---359-4366 (425) 564.5100	151C MAR 135 MAR House 1
Technology (TECH); Electrical Engineering (EENG); Engineering Technology (TECH); Mechanical Engineering (MENG); ME Technology (METC); Design (DESN); Applied Tech (APTC); Design Tech (DNTEC); Manufacturing Tech (MNTC)	Stu Steiner	<a href="mailto:ssteiner@ewu.edu">ssteiner@ewu.edu</a> ;	359-4296---359-2215	CEB 319F
Women and Gender Studies	Judy Rohrer Elizabeth Kissling Jessica Willis	<a href="mailto:jrohrer2@ewu.edu">jrohrer2@ewu.edu</a> ; <a href="mailto:ekissling@ewu.edu">ekissling@ewu.edu</a> ; <a href="mailto:jwillis6@ewu.edu">jwillis6@ewu.edu</a> ;	359-2409—359-2860 359-7389—359-2860 359-4382—359-2860	207 MON 207 MON 207 MON