

HOW TO SET UP YOUR INTERNSHIP

I'm glad that you are deciding to pursue an internship. In many areas, employers are solely hiring students because the professional experience that a student has gained because of an internship, so it's good that you are getting on top of it now.

WHAT IS AN INTERNSHIP?

An internship is a credit-based, experiential learning opportunity, that is meant to compliment you academic learning. An internship is to explore options within your major, as well as gain practical experience to compliment your course learning. It's pretty much a three-tiered relationship between your Faculty Internship Advisor (in your department), the Internship Site Supervisor (at the company), and the Internship Coordinator at Career Services. Between the three of us, we work together to ensure that you have a great internship experience.

HOW TO FIND AN INTERNSHIP SITE

HANDSHAKE

First thing you want to do is login to Handshake by going to ewu.joinhandshake.com, and enter your NetID into single sign-on. If you don't know your Net ID, go to accounts.ewu.edu and answer the questions regarding your login information. You can use Handshake to make appointments with us, manage your online portfolio, to find internship opportunities.

JOB BOARDS

Some companies may already have an internship program that you can apply to, so don't hesitate to contact them and ask them if they have any available. Another way is to search many of the online search engines. You can always use our "Jobs & Internships" section within Handshake to search for internships, but aside from that, some popular ones are: indeed.com, simplyhired.com, wayup.com, usajob.gov, careers.wa.gov. Another good site is glassdoor.com.

COMMUNITY RESOURCE GUIDES

For a great list of community organizations, you can go to: unitedwayspokane.org, America.redcross.org, voaspokane.org/, idealist.org, and spokanecares.org/. You can also go to thefigtree.org and search for organizations using their Community Resource Directory

BUSINESS ASSOCIATIONS

Greater Spokane Incorporated (greaterspokane.org) is a great local resource for finding Spokane companies. If you are thinking of locations elsewhere, The **Inland NW Journal of Business** (bizjournals.com/seattle) is a good place to get familiar with the business in your area. Go to the "business directory".

DOING A GOOGLE SEARCH

The cool thing about Google now is that you can literally type in "(Your Industry) Internship Spokane" and it will scan Google for anything relevant. Some companies do use job boards to list their opportunities, so this is a good way to filter through many of the websites and look for names, emails, phone numbers or anything that you can use to follow up with that company directly. Phone conversation is always best because you can answer many of your questions very quickly.

Many companies have never offered an internship before, but do not give up. You may be able to discuss possible ways for them to try you out as a first-timer. Research the company and try to find out what are some projects they are working on.

Contact those companies directly and say: "Hello my name is _____ and I am a [state your major] major at Eastern Washington University. I was calling to see who I might best talk to about an internship opportunity at your company."

SEARCH FOR NETWORKING OPPORTUNITIES

80% of jobs are never uploaded to search engines, so it's good to always to network and search for ways to meet people in other capacities. For Google, I usually like to type "Spokane Conferences" and see what comes up. Often times, adding your major into that search box can get you events related to your fields.

To find out about the various events:

Greater Spokane Incorporated - <http://www.greaterspokane.org/>

Spokane Journal of Business - www.spokanejournal.com/calendar-of-events/

Spokane Convention Center - www.spokanecenter.com/

Eventbrite - www.eventbrite.com

Pacific NW Inlander - www.inlander.com/spokane/

SETTING UP YOUR INTERNSHIP**STEP 1: MEET WITH YOUR SITE SUPERVISOR AND FACULTY INTERNSHIP ADVISOR**

Once you find an internship you must contact your *Faculty Internship Advisor* so that you can further discuss your *Learning Objectives* and *Progress Documentation*. From there, contact the *Site Supervisor* to discuss potential projects.

STEP 2: LOGIN TO HANDSHAKE TO SUBMIT YOUR INTERNSHIP EXPERIENCE

Submit your internship in the *Experience* section of Handshake. If you haven't already, please download the [How to Submit Your Internship Experience](#) guide, located on Handshake and on our Career Services homepage.

STEP 3: GET ENROLLED FOR CREDIT

Log on to [Eaglenet](#) and search for it in your program section. It's usually a 395/495 course, but not always.

(Based on an 8 to 10-week period)

1 credit = 4 hours per week = 32-40 hours per quarter

2 credits = 8 hours per week = 64-80 hours per quarter

3 credits = 12 hours per week = 96-120 hours per quarter

4 credits = 16 hours per week = 128-160 hours per quarter

5 credits = 20 hours per week = 160-200 hours per quarter

STEP 4: SUBMIT YOUR MIDTERM AND FINAL EVALUATIONS

When the midterm (4th week) period comes, we will automatically send your Site Supervisor an online evaluation form. However, please remind your Site Supervisor to check their email if you do not receive a timely evaluation. We will repeat the process during the final (8th week) as well.

GRADING

Grading is pass or fail and is determined by your 4th and 8th Week evaluations, in addition to any additional writing assignments that's assigned as part of the internship, so be sure to check with them about what needs to be completed. I will make copies of the forms you send me, and send it to your Internship faculty advisor.