

Submit Your Internship Experience



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Submit Your Internship Through Handshake:
<https://ewu.joinhandshake.com/stu>



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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

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

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

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

Progress Documentation (Discuss w. 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.:

Handshake

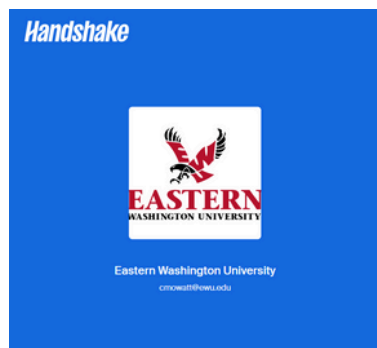
Getting Started with Handshake

- **Search for jobs and internships**
- **Get updates** from the EWU Career Center 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 student 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.



Hello!

Click below to sign in to your account

EWU Single Sign-On (SSO)

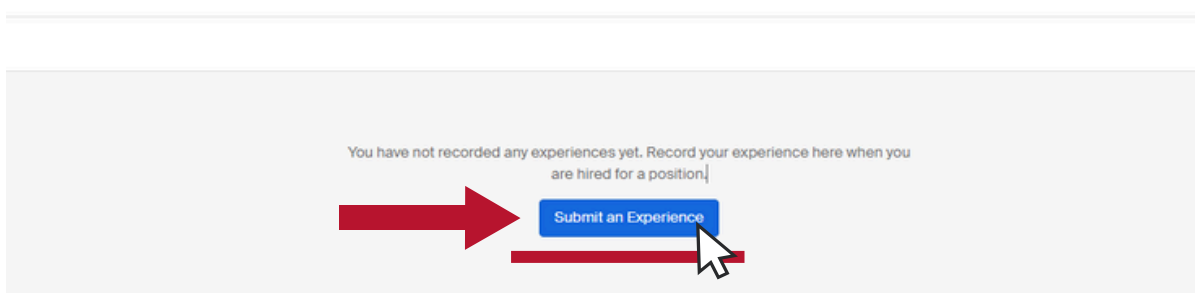
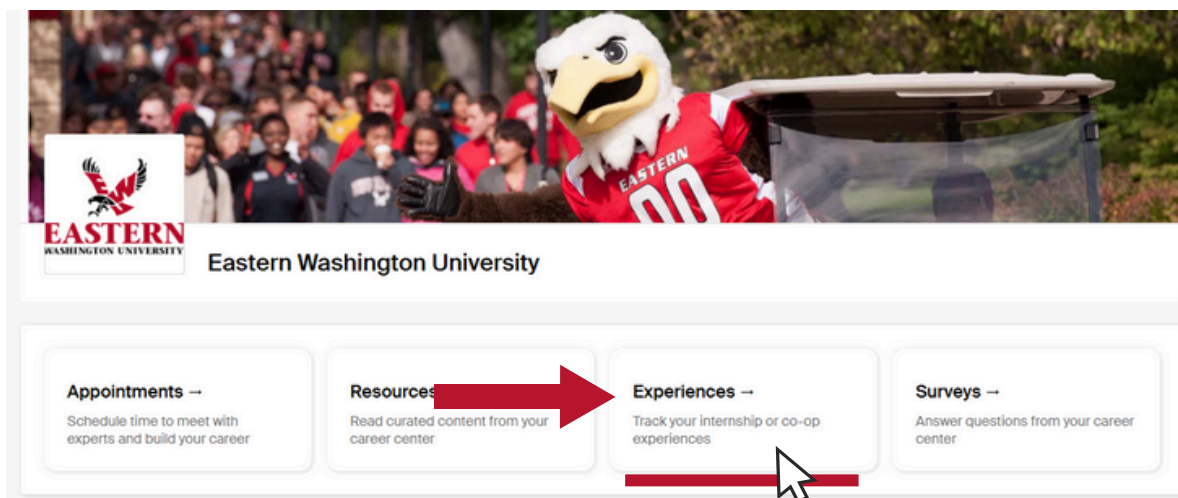
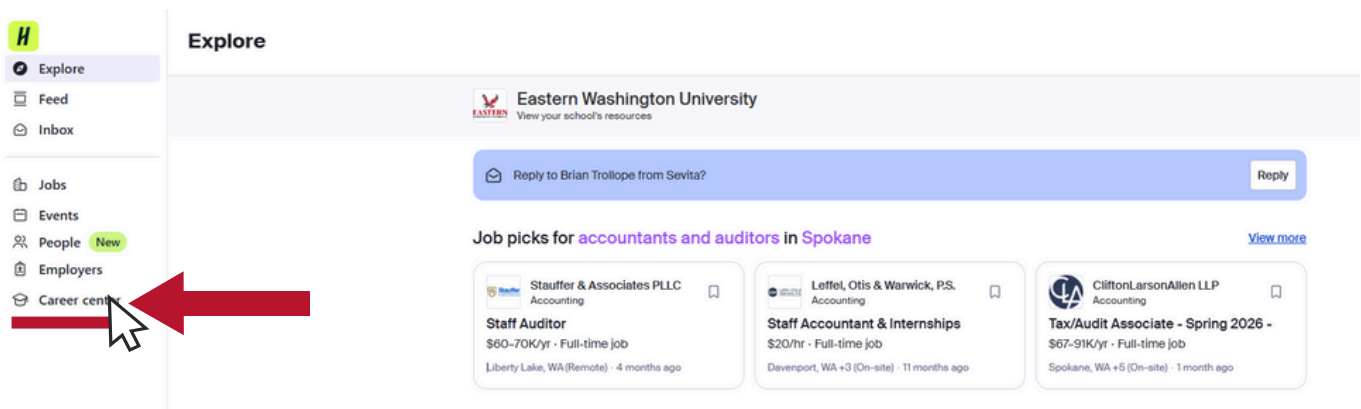


[Go here to review your Handshake credentials](#)

*****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 left side of the page.
2. Select **Experiences** to begin the internship submission process.
3. On the next page, click on the **LARGE BLUE BUTTON** that says **Submit an Experience**



Select the **Experience Type**, Internship **Term**, and answer the rest of the required information.

* Indicates required field

Details

*** Experience type**

Select an experience type ▼

Term

Select a term ▼

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

Employer

*** Employer**

Select an employer ▼

Organizations may be an employer, institution, or program.

Location

Enter the location of the employer...

Industry

Select an industry ▼

Employer phone number

Employer email address

1. In the **Job** section, list the name of your internship title.
2. 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

mm/dd/yyyy

 >

mm/dd/yyyy

Job Type

Select a job type

Employment type

Select an employment type

Salary

\$ Type salary value

Offer date

mm/dd/yyyy

Offer accepted

☐ Yes

☐ No

☐ Undecided

☒ Add experience to profile?

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

Reviewer contact information

Site Supervisor

* Email Address

Faculty Internship Advisor

* Email Address

Lastly, you will fill out the **General** information. When you click on the **Next Page** button, it will lead you to additional questions. If you have issues answering these, contact your **Internship Coordinator** at the **Career Center** or your **Faculty Internship Advisor**.

Submission Complete!

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

Next Steps

1. You will be notified via your Student 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 the Career Center.
2. Don't forget to register for internship credit by logging on to **EagleNet**.
3. The 4th and 8th week evaluations will be sent to your **Site Supervisor** at the appropriate time by your **Faculty Internship Advisor**. Please remind your **Site Supervisor** if you do not receive a timely evaluation.

If you have any questions, contact:

Casey A. K. Mowatt

509.359.6933 | cmowatt@ewu.edu