

# Approving Internships “Experiences”

*Using Handshake*



## Career Services

114 Showalter Hall

[careers@ewu.edu](mailto:careers@ewu.edu) | 509.359.6365

[ewu.edu/careerservices](http://ewu.edu/careerservices)



**EASTERN**  
WASHINGTON UNIVERSITY

start something **big**

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## Meet with the Student

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Although the submission process will be done through Handshake, students have been instructed to make an appointment with their *Faculty Internship Advisor* to present their internship activities and discuss the learning objectives that they will need to enter into the system.

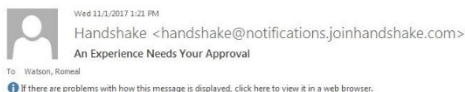
*Students need to discuss the following with their Faculty Internship Advisor **before** they submit their Internship Experience on Handshake:*

- **Learning Objectives:** What learning expectation will be met from this internship (based on the activities involved).
  - **Progress Documentation:** What kind of documentation will the student be expected to provide to ensure that learning opportunities are happening and objectives are being met, such as: evaluations, journal assignments, reflection papers, etc.
  - **Internship Description:** About the organization and what the internship entails.
  - **Learning Activities:** What the student will specifically do as part of the internship.
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## Review and Approve the Student's Experience Submission

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1. Wait for the student to submit their Internship Experience information on Handshake. You will get an email notification from Career Services/Handshake when they submit it.
2. Click on the link provided in the email notification to review their submission.



handshake

Experience Approval Request

Hello Romeal,

There is an experience for \_\_\_\_\_ at Eastern Washington University that is currently pending your approval. The deadline for approving this experience is November 11th 2017 11:59 pm PST (10 days from now).

You can view more details and approve or decline the experience [here](#).

Thank you,  
Eastern Washington University

If you don't want to hear from us at all again you can unsubscribe: [from all Handshake notifications](#)

Handshake Headquarters  
660 4th Street #113 San Francisco, CA 94107

A red arrow points to the 'here' link in the email body.

- Review and approve the student's Experience information.

**handshake**

Your deadline is December 18th 2017 11:59 pm PST (11 days from now)

Please leave a comment with your response...

Approve Experience Decline Experience

**Student**

NAME  
CURRENT SCHOOL YEAR  
Senior

SCHOOL  
Eastern Washington University

**Job**

TITLE  
Test Intern  
EMPLOYER  
Eastern Washington University - Career Services

DEPARTMENT  
INDUSTRY  
Higher Education

JOB TYPE  
Internship - Seasonal

START DATE  
09/20/2017

ACCEPTANCE DATE  
10/05/2017

END DATE  
12/08/2017

- Career services will receive an email notification after the *Faculty Internship Advisor* and *Site Supervisor* have both approved the Experience.

Wed 11/5/2017 1:22 PM  
Handshake <handshake@notifications.joinhandshake.com>  
Experience Fully Approved

To: Watson, Romeal

If there are problems with how this message is displayed, click here to view it in a web browser.

**handshake**

Experience Approved

Hello Romeal,

An experience for \_\_\_\_\_ has successfully made it through the approval process.

We've updated the experience to be set to approved, and you can see a summary of more information below:

Approver	Status	Deadline	Comment
Romeal Watson	approved	November 11th 2017 11:59 pm PST (10 days from now)	
Romeal Watson	approved	November 11th 2017 11:59 pm PST (10 days from now)	

If you'd like to view any other details about this experience, feel free to check out [this page](#).

Thank you,  
Eastern Washington University

If you don't want to hear from us at all again you can unsubscribe [from all Handshake notifications](#)

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*Wait to receive the 4<sup>th</sup> and 8<sup>th</sup> week evaluations*

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The *Site Supervisor* will receive an email notification from Career Services/Handshake instructing them to evaluate the student intern. Once they complete it, Career Services will receive an email notification. Career Services will then forward that notification to the *Faculty Internship Advisor*, for their records.



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

**Romeal Watson**  
Internship Coordinator  
114 Showalter Hall  
[rjwatson@ewu.edu](mailto:rjwatson@ewu.edu)  
509.359.4637

For Faculty who wish to understand how internship documentation works in Handshake for students, we can create a student/alumni account for you. Please contact Ryan Weldon at:

**Ryan Weldon, MA**  
Career Advisor/Social Sciences  
Instructional Specialist/Handshake Admin  
EWU Career Services  
Showalter 114  
509.359.2221

**COURSE NUMBER REFERENCE**

An internship course number generally ends with "95."

**295** - (Pre-professional) The student is in the early stages of university experience and is undecided about academic interests. A pre-professional internship exposes the student to a work environment, encourages the development of work-maturity skills, and enables the student to explore career options.

**395** (Professional) The student has declared a major but has had limited course work in that major. At this level, a student begins to be exposed to this career field and begins to understand what is required. This level of internship still allows for another internship later in the academic program at a more advanced skill level.

**495** (Professional) The student has completed a significant amount of course work that can be applied to the work place. Internships which are a "required" part of the curriculum are often registered under this number.

**695** (Graduate) The student is receiving graduate-level credit.