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.
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

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
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.

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

Submission Complete!

Once you have added your Learning Objectives, you have completed the submission process of your Experience.
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 register for internship credit by logging on to Eaglenet

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.

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

**Romeal Watson**
Internship Coordinator
332 PUB
rjwatson@ewu.edu
509.359.4637
Faculty Internship Advisor List

Make sure you meet with them prior to completing the online form on Handshake
<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty Internship</th>
<th>Advisor List</th>
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<tbody>
<tr>
<td>Accounting (ACCT)</td>
<td>Jean Bradley</td>
<td><a href="mailto:jbradley5@ewu.edu">jbradley5@ewu.edu</a>;</td>
<td></td>
<td>Catalyst 112</td>
</tr>
<tr>
<td>Anthropology (ANTH)</td>
<td>Michael Zukosky</td>
<td><a href="mailto:mzukosky@ewu.edu">mzukosky@ewu.edu</a>;</td>
<td></td>
<td>103 ISL</td>
</tr>
<tr>
<td>Art (ART) Studio Art</td>
<td>Elisa Nappa Jenny Hyde</td>
<td><a href="mailto:enappa@ewu.edu">enappa@ewu.edu</a>; <a href="mailto:jhyde@ewu.edu">jhyde@ewu.edu</a></td>
<td></td>
<td>140 ART</td>
</tr>
<tr>
<td>Biology (BIOL), Chemistry (CHEM), Physics (PHYS) Geology (GEOL)</td>
<td>Jeff Rahn</td>
<td><a href="mailto:jrahn@ewu.edu">jrahn@ewu.edu</a>;</td>
<td>(509) 359-6069</td>
<td>218 SCI</td>
</tr>
<tr>
<td>Business Systems &amp; Analytics</td>
<td>Duanning Zhou</td>
<td><a href="mailto:dzhou@ewu.edu">dzhou@ewu.edu</a>;</td>
<td></td>
<td>Catalyst 108</td>
</tr>
<tr>
<td>Children’s Studies</td>
<td>Katie Walker Deanna Trela Mary Ward Lupinacci</td>
<td><a href="mailto:kwalker30@ewu.edu">kwalker30@ewu.edu</a>; <a href="mailto:dtrella@ewu.edu">dtrella@ewu.edu</a>; <a href="mailto:mwardlupinacci@ewu.edu">mwardlupinacci@ewu.edu</a>;</td>
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<tr>
<td>Communication Studies (CMST)</td>
<td>Jessica Boyer</td>
<td><a href="mailto:jboyer4@ewu.edu">jboyer4@ewu.edu</a>;</td>
<td></td>
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</tr>
<tr>
<td>Criminal Justice/Sociology</td>
<td>Dale Lindekugel Kerryn Bell Lindsey Upton</td>
<td><a href="mailto:dlindekugel@ewu.edu">dlindekugel@ewu.edu</a>; <a href="mailto:kbell@ewu.edu">kbell@ewu.edu</a>; <a href="mailto:lupton@ewu.edu">lupton@ewu.edu</a>;</td>
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<tr>
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<td>Dale Lindekugel Sean Chabot Todd Hechtman Pui-Yan Lam</td>
<td><a href="mailto:dlindekugel@ewu.edu">dlindekugel@ewu.edu</a>; <a href="mailto:schabot@ewu.edu">schabot@ewu.edu</a>; <a href="mailto:thechtman@ewu.edu">thechtman@ewu.edu</a>; <a href="mailto:plam@ewu.edu">plam@ewu.edu</a>;</td>
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<tr>
<td>Computer Science (CSCD)</td>
<td>Robert Lemelin</td>
<td><a href="mailto:rlemelin@ewu.edu">rlemelin@ewu.edu</a>;</td>
<td></td>
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</tr>
<tr>
<td>Data Analytics (DSCI)</td>
<td>Duanning Zhou</td>
<td><a href="mailto:dzhou@ewu.edu">dzhou@ewu.edu</a>;</td>
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<tr>
<td>Data Science (MATH)</td>
<td>Christian Hansen</td>
<td><a href="mailto:chansen@ewu.edu">chansen@ewu.edu</a>;</td>
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<tr>
<td>Design (DESN)</td>
<td>Mindy Breen</td>
<td><a href="mailto:mbreem@ewu.edu">mbreem@ewu.edu</a>;</td>
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<tr>
<td>Economics (ECON)</td>
<td>Germán Izón</td>
<td><a href="mailto:gmuchnikizon@ewu.edu">gmuchnikizon@ewu.edu</a>;</td>
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<tr>
<td>Electrical Engineering (EENG)</td>
<td>Robert Lemelin</td>
<td><a href="mailto:rlemelin@ewu.edu">rlemelin@ewu.edu</a>;</td>
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<td>Electronic Media and Film</td>
<td>Chase Ogden</td>
<td><a href="mailto:cogden2@ewu.edu">cogden2@ewu.edu</a>;</td>
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<tr>
<td>English, Creative Writing (ENGL)</td>
<td>Natalie Kusz</td>
<td><a href="mailto:nkusz@comcast.net">nkusz@comcast.net</a>;</td>
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<tr>
<td>Journalism (JRNM), Literature, Tech Comm. (TCOM)</td>
<td>Chris Valeo</td>
<td><a href="mailto:cvaleo@ewu.edu">cvaleo@ewu.edu</a>;</td>
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<tr>
<td>Exercise Science (EXSC 488)</td>
<td>Katie Taylor Nate Lawton Melissa Ellering Alan Coelho Christi Brewer Kristyne Wiegand</td>
<td><a href="mailto:ktaylor31@ewu.edu">ktaylor31@ewu.edu</a>; <a href="mailto:nlawton@ewu.edu">nlawton@ewu.edu</a>; <a href="mailto:melleringer@ewu.edu">melleringer@ewu.edu</a>; <a href="mailto:acoelho@ewu.edu">acoelho@ewu.edu</a>; <a href="mailto:cbrewer7@ewu.edu">cbrewer7@ewu.edu</a>; <a href="mailto:kwiegand1@ewu.edu">kwiegand1@ewu.edu</a>;</td>
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<td>Human Resources (HUMR)</td>
<td>Lili Bao</td>
<td><a href="mailto:lbao1@ewu.edu">lbao1@ewu.edu</a>;</td>
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<tr>
<td>Management (MGMT) Operations Mgmt. (OPSM)</td>
<td>Eldonna Shaw-Davis</td>
<td><a href="mailto:mshaw13@ewu.edu">mshaw13@ewu.edu</a>;</td>
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<tr>
<td>Marketing (MKTG)</td>
<td>Christina Gehrke</td>
<td><a href="mailto:cgehrke@ewu.edu">cgehrke@ewu.edu</a>;</td>
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<td>Finance (FINC)</td>
<td>Sue Nelson</td>
<td><a href="mailto:snelso24@ewu.edu">snelso24@ewu.edu</a>;</td>
<td>(509) 828-1206</td>
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<tr>
<td>Geography (GEOG)</td>
<td>Stacey Warren</td>
<td><a href="mailto:swarren@ewu.edu">swarren@ewu.edu</a>;</td>
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<tr>
<td>Health Education (HLED)</td>
<td>Sarah Mount</td>
<td><a href="mailto:smount2@ewu.edu">smount2@ewu.edu</a>;</td>
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<tr>
<td>Health Services Admin (HSAD) Health Information Technology Management (HITM)</td>
<td>Rosalee Allan</td>
<td><a href="mailto:ralian2@ewu.edu">ralian2@ewu.edu</a>;</td>
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<td>Nick Swope</td>
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<td>Larry Cebula</td>
<td><a href="mailto:lcebula@ewu.edu">lcebula@ewu.edu</a>;</td>
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<td>Honors (HNRS)</td>
<td>Dana Elder</td>
<td><a href="mailto:delder@ewu.edu">delder@ewu.edu</a>;</td>
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<td>Interdisciplinary Studies (ITDS)</td>
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<td>International Affairs (INST)</td>
<td>Majid Sharifi</td>
<td><a href="mailto:msharifi@ewu.edu">msharifi@ewu.edu</a>;</td>
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<td>Mgt. Info. Sys. (MISC)</td>
<td>Duanning Zhou</td>
<td><a href="mailto:dzhou@ewu.edu">dzhou@ewu.edu</a>;</td>
<td>359-6049;</td>
<td>Catalyst 108</td>
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<td>Philosophy</td>
<td>Chris Kirby</td>
<td><a href="mailto:ckirby@ewu.edu">ckirby@ewu.edu</a>;</td>
<td>359-4275;</td>
<td>229 PAT</td>
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<tr>
<td>Planning (PLAN)</td>
<td>Gregg Dohrn</td>
<td><a href="mailto:gdohrn@ewu.edu">gdohrn@ewu.edu</a>;</td>
<td>359-4366;</td>
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<td>Political Science (POLI)</td>
<td>James Headley</td>
<td><a href="mailto:jheadley@ewu.edu">jheadley@ewu.edu</a>;</td>
<td>359-6325;</td>
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<tr>
<td>Psychology (Undeclared, Non-field Study)</td>
<td>Jillene Seiver</td>
<td><a href="mailto:jseiver@ewu.edu">jseiver@ewu.edu</a>;</td>
<td>(509)359-6119;</td>
<td>151C MAR</td>
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<tr>
<td>Psychology (Applied Dev. Psych/Field study)</td>
<td>Paul Spurgeon</td>
<td><a href="mailto:pspurgeon@ewu.edu">pspurgeon@ewu.edu</a>;</td>
<td>(509)359-6119;</td>
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<tr>
<td>Behavioral Health Support</td>
<td>Keely Hope</td>
<td><a href="mailto:khope@ewu.edu">khope@ewu.edu</a>;</td>
<td>(509)359-6325;</td>
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<tr>
<td>Health Psychology</td>
<td>Linda Kirsch</td>
<td><a href="mailto:lkirsch02@ewu.edu">lkirsch02@ewu.edu</a>;</td>
<td>(509)359-6325;</td>
<td>151 MAR</td>
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<tr>
<td>Technology (TECH); Engineering Technology (TECH); Mechanical Engineering (MENG); Mech. Technology (METC); Applied Tech (APTC); Design Tech (DNTC); Manufacturing Tech (MNTC)</td>
<td>Matt Michaelis</td>
<td><a href="mailto:michaelis@ewu.edu">michaelis@ewu.edu</a>;</td>
<td>(509)359-6119;</td>
<td>CEB 346</td>
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<tr>
<td>Music</td>
<td>Jody Graves</td>
<td><a href="mailto:jgraves@ewu.edu">jgraves@ewu.edu</a></td>
<td>(509)359-6119;</td>
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<td>Women and Gender Studies</td>
<td>Judy Rohrer</td>
<td><a href="mailto:jrohrer2@ewu.edu">jrohrer2@ewu.edu</a>;</td>
<td>(509)359-6119;</td>
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<td></td>
<td>Elizabeth Kissling</td>
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<td></td>
<td>Jessi Willis</td>
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<td>Mimi Marinucci</td>
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