

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:

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

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

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.:



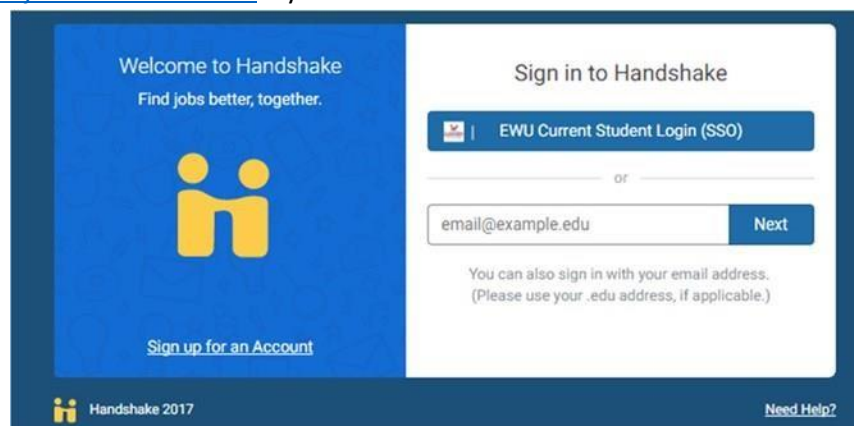
Getting Started with Handshake

- 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.

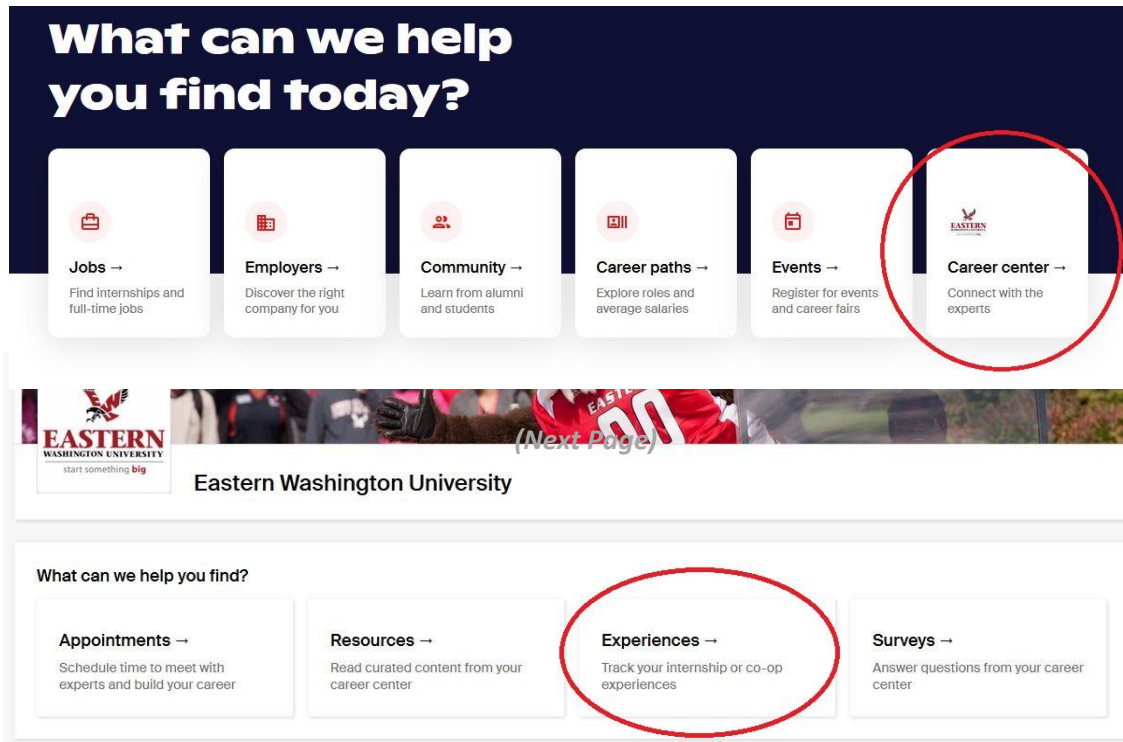
1. Go to ewu.joinhandshake.com and login with SSO or your @eagles.ewu.edu email address and password.
2. Complete your profile to personalize your experience.
3. From here you can search for jobs, internships, events, and career advising appointments.
4. Visit support.joinhandshake.com if you need further 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

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

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

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

8. *****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

Title

Phone Number

Faculty Internship Advisor

* Email Address

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

STUDENT

Senior

TERM

Fall Quarter 2017

TEMPLATE

2017-2018 Internship

Actions

Labels

No labels have been added.

Select a label...

Attachments

Details
Comments and Activity
Learning Objectives
Approvals
Notes

Approval Process Complete

Approvals

Romeal Watson

Status: Approved [Email Sent](#)

Title: Site Supervisor

Send Evaluation Requests: Yes

Approved: November 1st 2017 1:21 pm

Deadline: November 11th 2017 11:59 pm PST (10 days from now)

Survey:

Comment:

Approval Link: app.joinhandshake.com/internship_approvals/33002?token=voIDCo9EgNEVtmsBQyVDSnWho5Y_-918RNCXmcyGr4wj7zdrh9KSA

If you feel this URL is being abused you may generate a new one here. Generating a new URL will invalidate the old URL.

Romeal Watson

Status: Approved [Email Sent](#)

Title: Faculty Internship Advisor

Send Evaluation Requests: Yes

Approved: November 1st 2017 1:21 pm

Deadline: November 11th 2017 11:59 pm PST (10 days from now)

Survey:

Comment:

Approval Link: app.joinhandshake.com/internship_approvals/33003?token=xAZj9w0KtSjTfK9UuTE01SF4W1uAX1F0m-X4etN6m6DzqToGNHA

If you feel this URL is being abused you may generate a new one here. Generating a new URL will invalidate the old URL.

EWU Career Center | ewu.edu/careercenter | careers@ewu.edu

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.

Deadlines for the 2022-2023 School Year

	Fall Quarter 2022	Winter Quarter 2023	Spring Quarter 2023	Summer Quarter 2023
Learning Contract	10/10/2022	1/23/2023	4/17/2023	6/28/2023
Midterm Evaluation	10/21/2022	2/3/2023	4/28/2023	7/28/2023
Final Evaluation	11/25/2022	3/17/2023	6/9/2023	8/18/2023
Site Evaluation	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
 509.359.4637

Faculty Internship Advisor List

Make sure you meet with them prior to completing the
online form on Handshake

Department	Faculty Internship	Advisor List	Phone/Fax Temporarily Unavailable	Address
Accounting (ACCT)	Jean Bradley	jbradley5@ewu.edu ;		Catalyst 112
Anthropology (ANTH)	Michael Zukosky	mzukosky@ewu.edu ;		103 ISL
Art (ART) Studio Art	Elisa Nappa Jenny Hyde	enappa@ewu.edu ; jhyde@ewu.edu ;		140 ART
Biology (BIOL), Chemistry (CHEM), Physics (PHYS) Geology (GEOL)	Jeff Rahn	jrahn@ewu.edu ;	(509) 359-6069	218 SCI
Business Systems & Analytics	Duanning Zhou	dzhou@ewu.edu ;		Catalyst 108
Children's Studies	Katie Walker Deanna Trella Mary Ward Lupinacci	kwalker30@ewu.edu ; dtrella@ewu.edu ; mwardlupinacci@ewu.edu ;		SNR 131 SNR 127 SNR 141
Communication Studies (CMST)	Jessica Boyer	jboyer4@ewu.edu ;		229 COM
Criminal Justice/Sociology	Dale Lindekugel Kerryn Bell Lindsey Upton	dlindekugel@ewu.edu ; kbell@ewu.edu ; lupton@ewu.edu ;		311R PAT 311Q PAT 329 PAT
Sociology	Dale Lindekugel Sean Chabot Todd Hechtman Pui-Yan Lam	dlindekugel@ewu.edu ; schabot@ewu.edu ; thechtman@ewu.edu ; plam@ewu.edu ;		311R PAT 329 PAT 329 PAT 329 PAT
Career Center (CRSV 295), Undeclared				PUB 322
Computer Science (CSCD)	Robert Lemelin	rlemelin@ewu.edu ;		CEB 319F
Data Analytics (DSCI)	Duanning Zhou	dzhou@ewu.edu ;		Catalyst 108
Data Science (MATH)	Christian Hansen	chansen@ewu.edu ;		KGT 216
Design (DESN)	Mindy Breen	mbreen@ewu.edu ;		CAT 163
Economics (ECON)	Germán Izón	gmuchnikizon@ewu.edu ;		311 PAT
Electrical Engineering (EENG)	Robert Lemelin	rlemelin@ewu.edu ;		CEB 319F
Electronic Media and Film	Chase Ogden	Cogden2@ewu.edu ;		204 RTV
English, Creative Writing (ENGL)	Natalie Kusz	nkusz@comcast.net ;		SEWC 263
Journalism (JRNM), Literature, Tech Comm. (TCOM)	Chris Valeo	cvaleo@ewu.edu ;		211S PAT
Exercise Science (EXSC 488)	Katie Taylor Nate Lawton Melissa Elfering Alan Coelho Christi Brewer Kristyne Wiegand	ktaylor31@ewu.edu ; nlawton@ewu.edu ; melfering@ewu.edu ; acoelho@ewu.edu ; cbrewer7@ewu.edu ; kwiegand1@ewu.edu ;		PEC 247 PEC 228 PEC 229 PEC 250 PEC 251
Human Resources (HUMR)	Lili Bao	lbao1@ewu.edu ;		CAT 132
Management (MGMT) Operations Mgmt. (OPSM)	Eldonna Shaw-Davis	mshaw13@ewu.edu ;		CAT 143
Marketing (MKTG)	Christina Gehrke	cgehrke@ewu.edu ;		CAT
Finance (FINC)	Sue Nelson	Snelso24@ewu.edu ;	(509) 828-1206	CAT 140
Geography (GEOG)	Stacey Warren	swarren@ewu.edu ;		103 ISL
Health Education (HLED)	Sarah Mount	Smount2@ewu.edu ;		232 PEB
Health Services Admin (HSAD) Health Information Technology Management (HITM)	Rosalee Allan	Rallan2@ewu.edu ;		SEWC 236

Master of Public Health	Nick Swope	nswope@ewu.edu		CAT 400
History (HIST)	Larry Cebula	lcebula@ewu.edu		103I PAT
Honors (HNRS)	Dana Elder	delder@ewu.edu		217 HAR
Interdisciplinary Studies (ITDS)	Refer to academic	department that is	a part of students' ITDS	
International Affairs (INST)	Majid Sharifi	msharifi@ewu.edu		233 PAT
Mgt. Info. Sys. (MISC)	Duanning Zhou	dzhou@ewu.edu		Catalyst 108
Philosophy	Chris Kirby	ckirby@ewu.edu		229 PAT
Planning (PLAN)	Gregg Dohrn	gdohrn@ewu.edu		3 RPT
Political Science (POLI)	James Headley	jheadley@ewu.edu		233 PAT
Psychology (Undeclared, Non-field Study) Psychology (Applied Dev. Psych/Field study)	Jillene Seiver Paul Spurgeon	jseiver@ewu.edu ; pspurgeon@ewu.edu ;		151C MAR 108 MAR
Behavioral Health Support	Keely Hope	khope@ewu.edu ;		141A MAR
Health Psychology	Linda Kirsch	lkirsch02@ewu.edu ;		151 MAR
Technology (TECH); Engineering Technology (TECH); Mechanical Engineering (MENG); Mech. Technology (METC); Applied Tech (APTC); Design Tech (DNTEC); Manufacturing Tech (MNTEC)	Matt Michaelis	michaelis@ewu.edu ;		CEB 346
Music	Jody Graves Jonathan Middleton	jgraves@ewu.edu jmiddleton@ewu.edu	(509)359-6119 (509)359-6119	MUS 119 MUS 119
Women and Gender Studies	Judy Rohrer Elizabeth Kissling Jessi Willis Mimi Marinucci	jrohrer2@ewu.edu ; ekissling@ewu.edu ; jwillis6@ewu.edu ; mmarinucci@ewu.edu ;		207 MON 207 MON 207 MON 207 MON