Handshake Guide: Faculty Internship Coordinator

Before a student can sign up for an academic credit internship, they must have met with their Faculty Internship Coordinator to receive approval for the course and have complete the required paperwork. All experiences are set up in Handshake by the student and approved by the faculty member. Feel free view the Internship Steps for Students as a reference.

If you have any questions or need assistance with this process in Handshake, please contact Career Services at career@coloradomesa.edu or 970-248.1404.

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- Start and Manage Approvals
- Approve an Experience: Reviewer Perspective
- Experiences Emails

Account Setup and Logging in to Handshake

1. Contact Career Services at career@coloradomesa.edu to setup your Handshake account with access to Experiences (aka Internships).

2. Log into your Handshake account through MAVzone or via this link: https://joinhandshake.com/
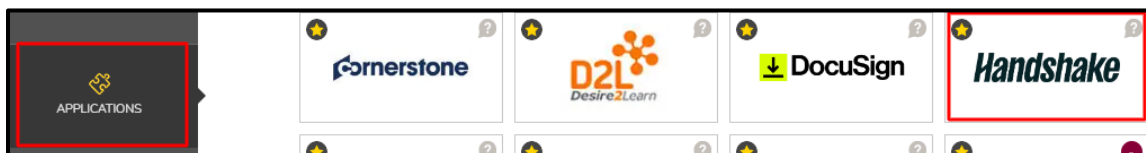
3. Note: If you have another Handshake account (e.g., Employer or Student/Alumni), you will need to make sure you're in the "Career Services" Handshake account.

   a. To switch accounts, click the down arrow next to your name, and then select, "Switch Users" then "Switch to Career Services Account."
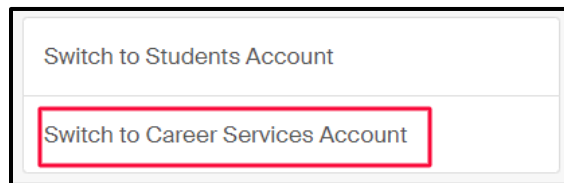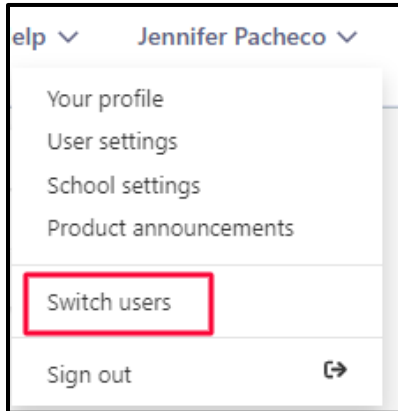

4. Once you have logged into Handshake, click **Experiences** from the left-hand menu.

5. The number to the right of Experiences indicates the number of Experiences waiting to be approved. Please note that this number is for all Experiences on campus, you will filter to your department's Experiences in the next steps.
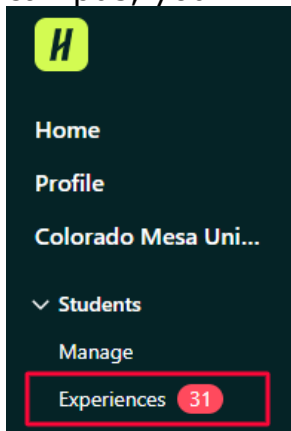

Set Experience Filter for Easy Viewing

1. After clicking **Experiences**, the list of all "Pending" Experiences will display.
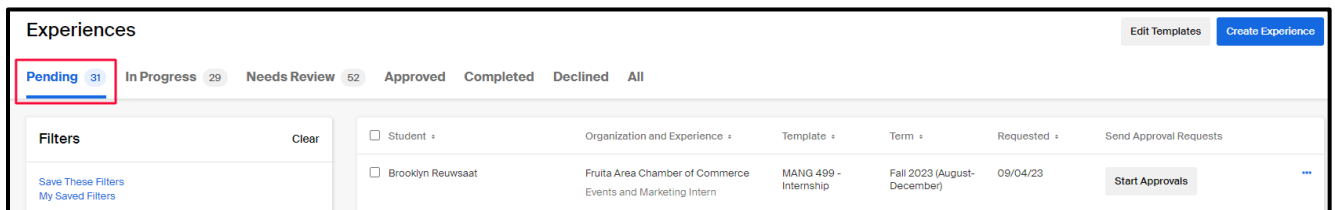
2. It is recommended that you create a saved filter to help narrow down the list of pending Experiences to only those within your respective department.

3. To create a Saved Filter, scroll down and click on the down arrow for **Template** on the left side screen. Begin typing the course name and find the appropriate course name(s) and number(s) for your department.

4. To save this filter, click on the **Save These Filters** link at the top. You will be asked to name your search.
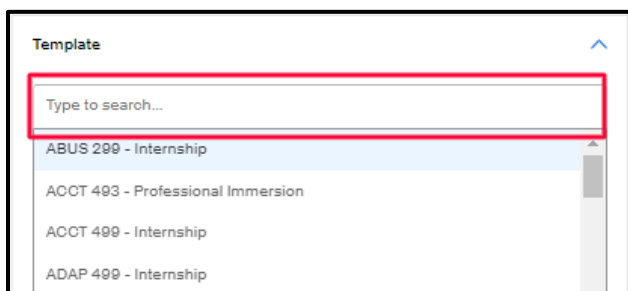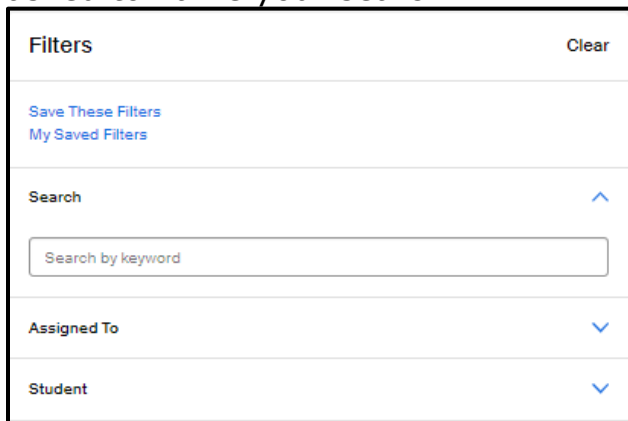
5. You can easily set your Saved Filters to appear as you default each time you view Experiences. This will ensure that every time you open the list of Experiences, only your current students will be displayed.

6. To assign a default, click the **My Saved Filters** link at the top.

7. Then click the three dots next to the saved filter you want as your default. Click **Set as Default**.
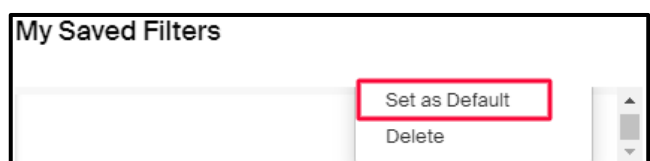
View Experiences

1. View Experiences in various categories:

   a. **Pending**: The experience was submitted by the student, and is awaiting action to begin.

   b. **In Progress**: Initial approvals have been started, awaiting the site supervisor and faculty internship coordinator's approvals

   c. **Needs Review**: Reviewer declined an Experience or their time to approve expired.

   d. **Approved**: All approvers (site supervisor and faculty internship coordinator) have approved the Experience.

   e. **Completed**: The Experience is finished.

   f. **Declined**: All or one approver have not approved the Experience.

2. A list of your current internship students will be displayed. To view the details of a particular Experience, click on the Experience.

Student ÷	Organization and Experience ÷	Template ÷	Term ÷	Mid Student ÷	Mid Eval ÷	Final Student ÷	Final Eval ÷
☐ Jennifer Pacheco	pacheco intern	BIOL 499 - Internship	Summer 2023 (May - July 2023)	–	–	🔲 0/1	👥 0/1

3. To find the documents submitted by the student, look in the **Attachments** section. You can also add, edit, or delete attachments by selecting the "Add Attachments" button on the lower right of the screen.

Overview	Experience Details	Approvals 0/2	Final Evaluation 0/2

Timeline (BIOL 499 - Internship)

🔔 Experience Requested	🔲 Student	Nov 17, 2022 11:30 am
💬 Approvals Start	🔲 Site-Supervisor	review by Dec 30, 2022 11:59 pm MST
	🔲 Faculty Internship Coordinator	
		Today Approved
📋 Final Evaluation	🔲 Site-Supervisor	requested Jul 20, 2023 12:01 am MDT
	🔲 Student	requested Jul 20, 2023 12:01 am MDT

School Staff Actions

Add Notes

Assigned to
Jennifer Pacheco

Labels

Choose a label   + Create

Attachments
example-form_internship-agreement-and-learning-plan.pdf

Add Attachments

Comments & Activity

Add a comment to your staff and Jennifer Pacheco

4. Navigate to the **Experience Details**, **Approvals**, and **Final Evaluations** tabs to review the Experience.
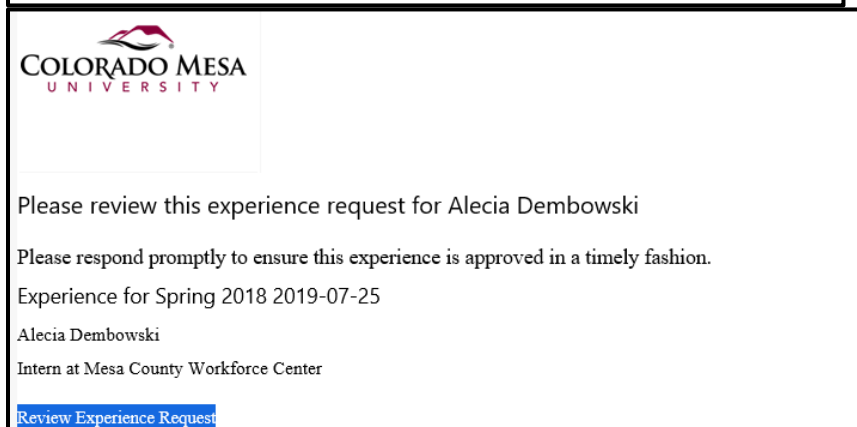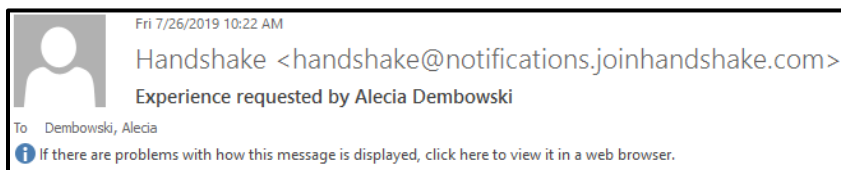
Approve Experiences

1. Once a student requests an Experience in Handshake and uploads the completed documents (Internship Agreement and Learning Plan), the department Administrative Assistant (or individual determined by the department) will review the Experience request and initiate the approval process.

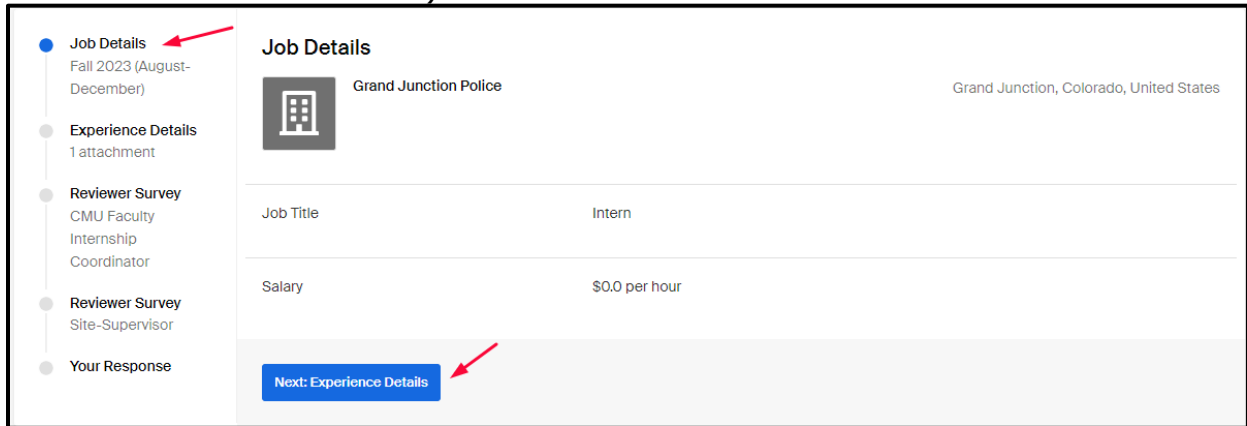   a. Option 1: Click Start Approvals from the Experiences list page for individual Experiences.

   b. Option 2: Select multiple Experiences and then click Start Approvals as a bulk action.
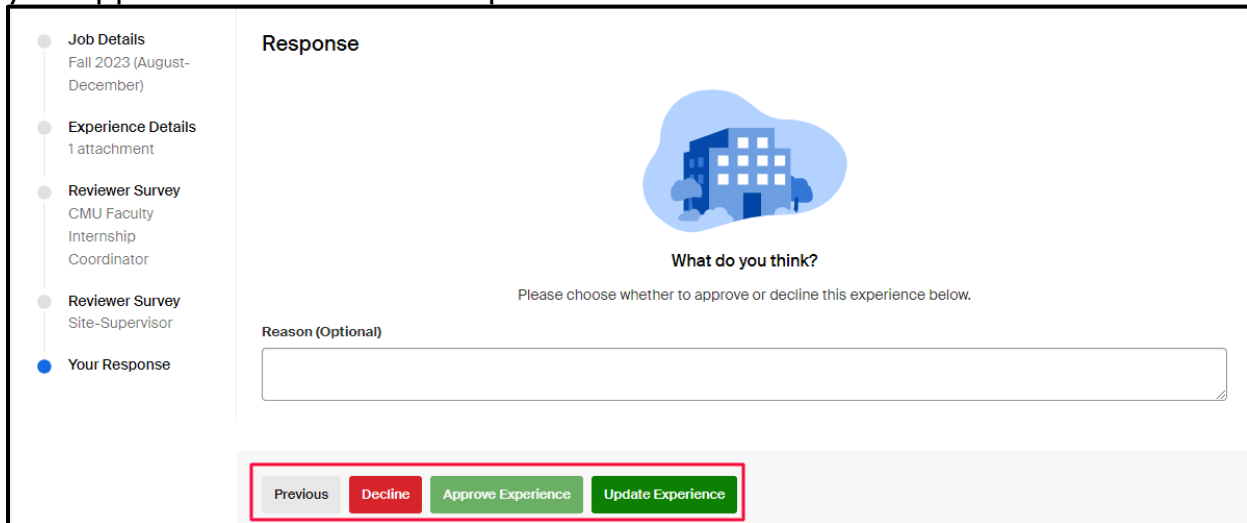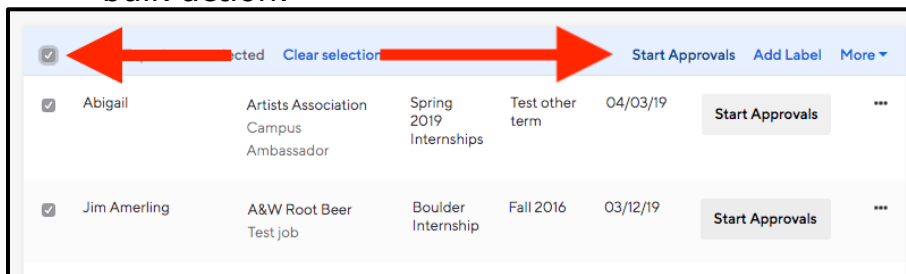

2. The Faculty Internship Coordinator will receive the Experience Approval Request email from Handshake (handshake@notifications.joinhandshake.com).

3. To view the details and approve or decline the Experience, click the button to "Review Experience Request" in the email.

4. Review the **Job Details**, **Experience Details** (this is where you can view the required documents/attachments), **Reviewer Survey** (there should not be any information in this section).

5. Finally, approve or decline the Experience request. It is recommended that you type in a reason for declining an Experience.

6. Please review the internship information and all the attached documents before you approve or decline the Experience.

7. Once the Faculty Internship Coordinator has approved the Experience, the Handshake approval process is complete.

8. Next, the student will receive an email from Handshake letting them know that the Experience has been approved and the student is now ready to enroll in the internship course.

9. The Faculty Internship Coordinator will need to give the student permission via an override in MAVzone to add the course, and then email the student to let them know they can now register for the course.

View Survey (Evaluation) Results - Individually

1. You may view evaluation results for individual students or download results for an entire course.

2. To view evaluation results for **individual students**, click on the name of the student for which you want to view evaluation results.

3. Click on the **Final Evaluations** tab in the student's Experience. Then click on "Student" or "Site Supervisor" to view each of their responses.

View Survey (Evaluation) Results – Bulk

1. To download evaluation results for an entire course, you will need to navigate to **Surveys** on the left bottom side of the Handshake screen.

2. The next screen will display all campus surveys. Search for the course survey(s) you wish to access.

3. Click on the survey title and scroll through individual responses or click the **Download Results (CSV)** button.

ACCT 499_Student Evaluation ⓘ

CREATED BY
Millie Moland

CREATED ON
3/28/19 at 3:35 pm

REQUIRED FOR STUDENTS
No

———— Email Recipients ————

Email All Recipients

Email Silent Recipients

Email Taken Recipients

———— Survey Results ————

Download Results (CSV)