

## Submit an Experience in Handshake (Students)

Before you can sign up for an experience (aka internship) in Handshake, you must have your internship approved by your Faculty Internship Coordinator in the department you wish to earn academic credit. You must have also completed the CMU Internship Agreement and Learning Plan.

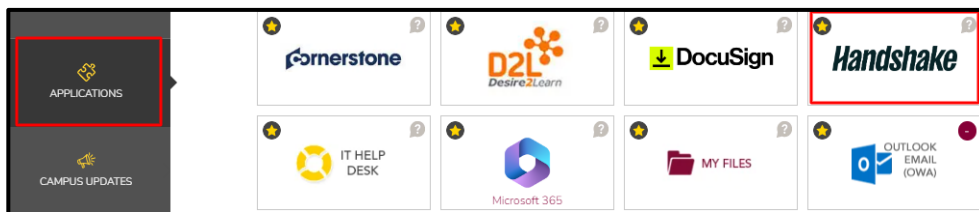
If you have any questions or need assistance with this process in Handshake, please contact Career Services at [career@coloradomesa.edu](mailto:career@coloradomesa.edu) or 970-248.1404.

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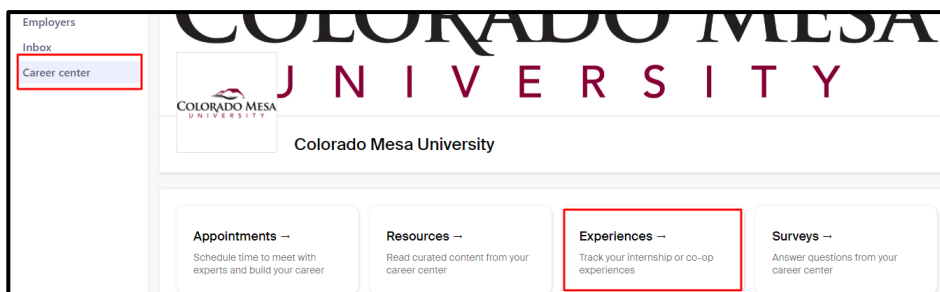
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### Submit an Experience

1. Log into your Handshake account through MAVzone.
2. Select the **Applications** option on the left sidebar and select the Handshake button.



3. To start the Internship request process, click **Career Center** from the left menu on the home screen. Then select the **Experiences** option.



- Click **Submit an Experience**, located in the upper-left corner of the page, under your navigation bar.



The screenshot shows a navigation bar with a green 'H' logo on the left. In the center, there are three menu items: 'Jobs', 'Experiences', and 'Submit an Experience'. The 'Submit an Experience' item is highlighted with a red rectangular box. On the right side of the navigation bar, there is a notification bell icon with a red circle containing the number '51' and a profile icon with the initials 'JP'.

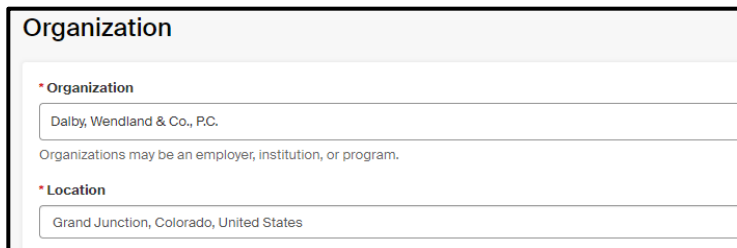
- Fill out the information requested as it relates to the internship. Select the experience template or internship class (i.e. CRMJ 499, MANG 499, etc.) and the semester/term you wish to receive academic credit.



The screenshot shows a form titled 'Details'. It contains two sections:
 

- Experience Type**: A dropdown menu with the selected value 'ACCT 499 - Internship'.
- Term**: A dropdown menu with the selected value 'Spring 2023 (January - May 2023)'.

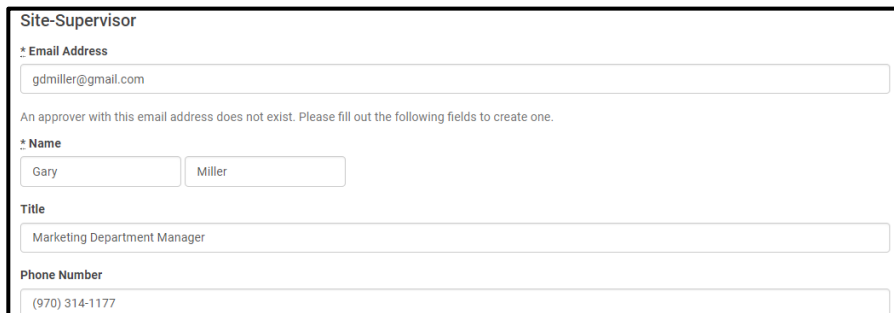
- Provide the **Organization** (internship site) name and location.
  - The city and state location of where the internship will be completed is sufficient. The street address is not required. Begin typing the location and select the correct location from the drop-down list.



The screenshot shows a form titled 'Organization'. It contains two sections:
 

- Organization**: A text input field containing 'Dalby, Wendland & Co., P.C.'. Below the field is a note: 'Organizations may be an employer, institution, or program.'
- Location**: A dropdown menu with the selected value 'Grand Junction, Colorado, United States'.

- Provide information about your internship **Site-Supervisor**.
  - The Site-Supervisor is the person who will supervise your internship at the internship site (this person is *not* the faculty internship coordinator in your department). If the Site-Supervisor has an account in Handshake, their information will self-populate. If no account exists, please enter their information manually.



The screenshot shows a form titled 'Site-Supervisor'. It contains the following fields:
 

- Email Address**: A text input field containing 'gdmler@gmail.com'. Below the field is a note: 'An approver with this email address does not exist. Please fill out the following fields to create one.'
- Name**: Two text input fields containing 'Gary' and 'Miller'.
- Title**: A text input field containing 'Marketing Department Manager'.
- Phone Number**: A text input field containing '(970) 314-1177'.

8. The **Faculty Internship Coordinator** is the *instructor of the internship course*. You should have met with your Faculty Internship Coordinator prior to requesting this experience. Use the “Internship Agreement” form to find the contact information for your Faculty Internship Coordinator.

**Faculty Internship Coordinator**

**\* Email Address**

  
An approver with this email address does not exist. Please fill out the following fields to create one.

**\* Name**

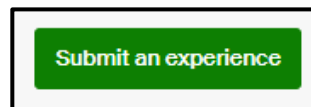
 

**Title**

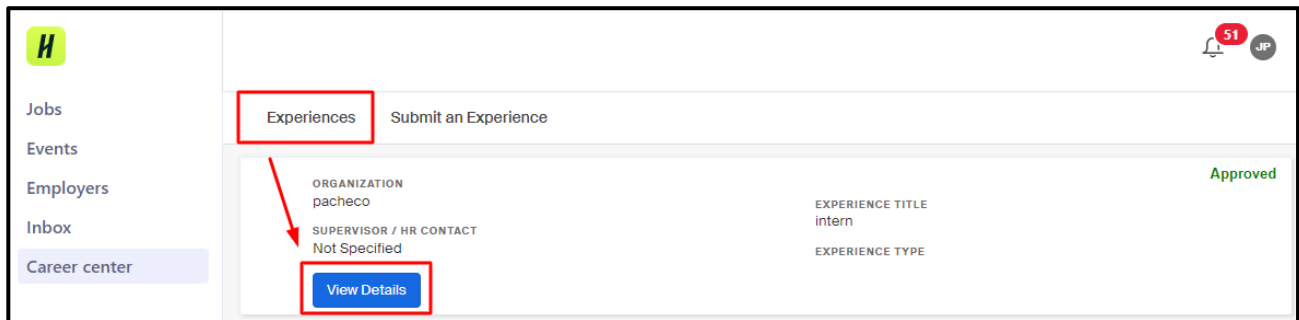
**Phone Number**

9. Double-check to ensure you have entered accurate information. Once you have confirmed that the information is correct, click the green **Submit an Experience** button at the bottom of the page. The next screen will display your requested experience.

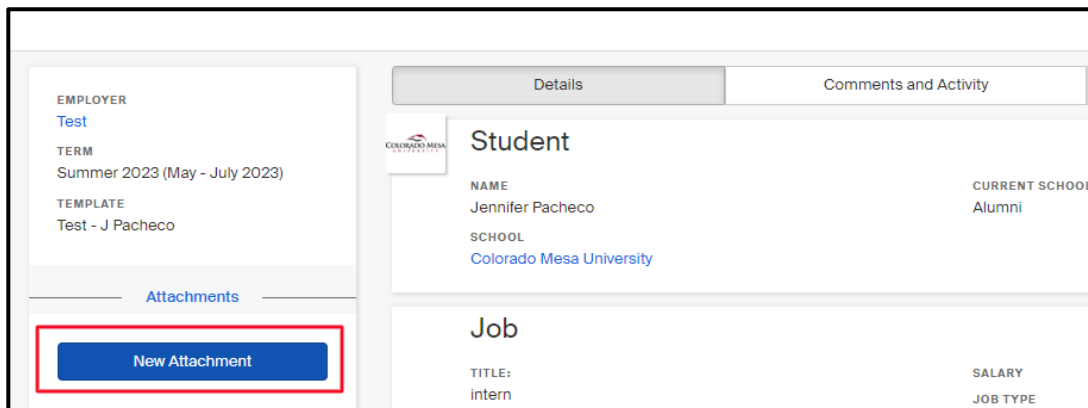


## Upload Attachments to an Experience

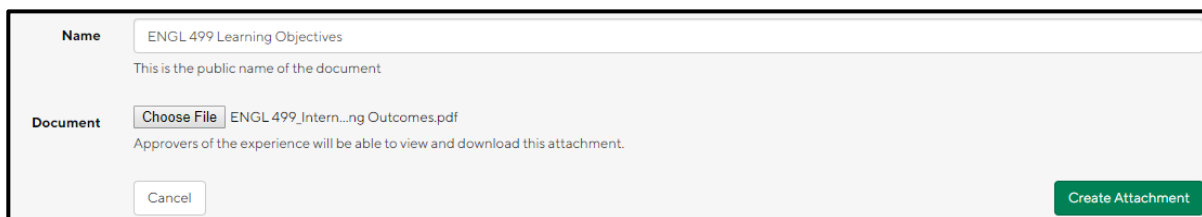
1. Log into your Handshake account through MAVzone. Click **Career Center** from the left menu on the home screen. Then select the **Experiences** option.
2. Locate the experience on the Overview page, then click the blue button **View Details**.



3. To submit all approved [internship forms](#) (Liability Waiver, Internship Agreement, and Learning Outcomes) as an attached file, select the **New Attachment** button in the **Attachments** section.

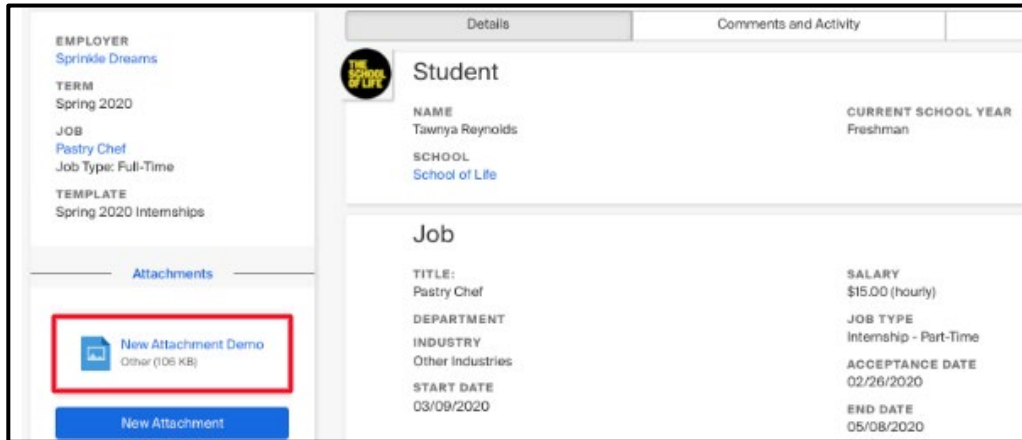


4. Enter a **name** for the attachment in the provided space, then click the gray button **Choose File**.
5. Click the green button **Create Attachment** to upload the file.



6. A green confirmation banner will be displayed at the top of the page that states "Attachment was successfully created".

- The uploaded file will be in the “Attachments” section as shown below. You may need to refresh your screen to see the attachments. Repeat these steps to attach additional documents.

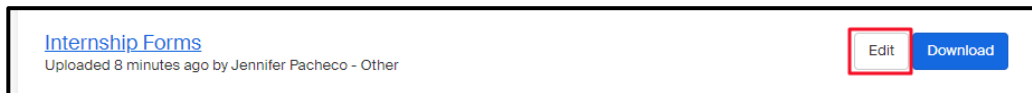


## Edit Attachments

- To edit or delete an attached document, select the **New Attachment** button. Next, select the **Cancel** button.

This is a form for creating a new attachment. It has a 'Name' field, a 'Document' section with a 'Choose File' button, and a 'Cancel' button highlighted with a red box. A green 'Create Attachment' button is at the bottom right.

- Select the **Edit** button for the attachment you need to delete or edit.

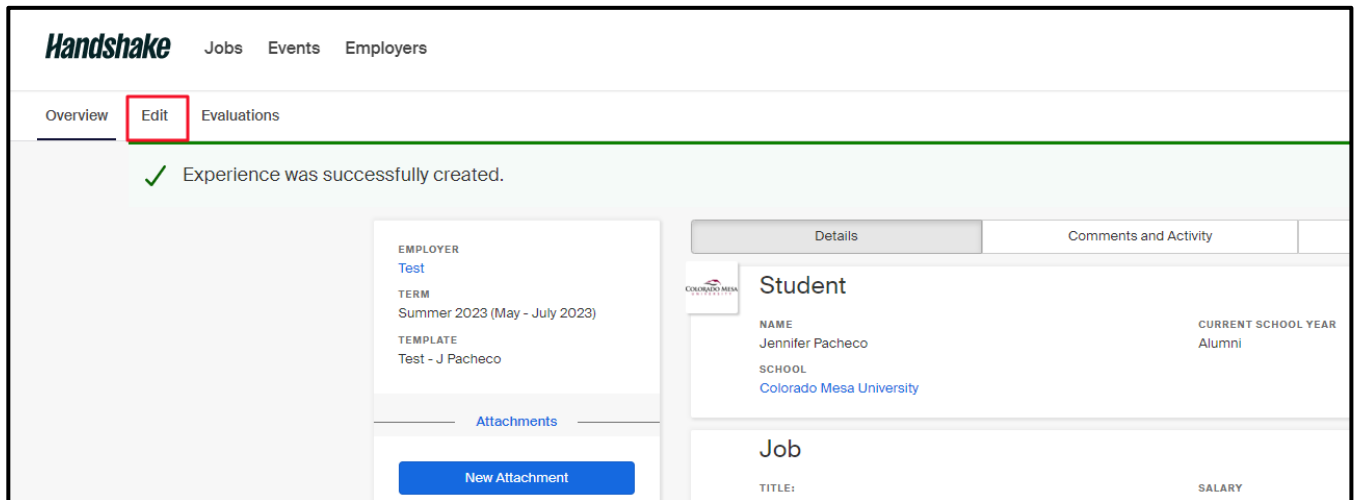


- On the next screen, you will have the option to **Delete** the attachment or **Choose File** to update the attachment. If you update the attachment, make sure you select the **Update Attachment** button.

This is a form for updating an attachment. It has a 'Name' field with 'Internship Forms' and a 'Document' section with a 'Choose File' button. There are 'Delete' and 'Cancel' buttons, and a green 'Update Attachment' button highlighted with a red box.

## Review or Edit an Experience

1. Please review the **Details** screen to ensure all your information is correct. A common error is entering the same name for the Site-Supervisor and the Faculty Internship Coordinator. They should never be the same person.
2. If you need to update the information, select **Edit** in the menu bar. When you are finished updating the information, select the **Update Experience** button to save your changes.
  - a. You can edit an experience if the request is in *Pending* status and neither of the Approvers has acted upon the request.
  - b. If you need to edit the information on an *Approved*, *Declined*, or *Completed* experience, you'll need to contact Career Service for assistance ([career@coloradomesa.edu](mailto:career@coloradomesa.edu) or 970.248.1404).



**Handshake** Jobs Events Employers

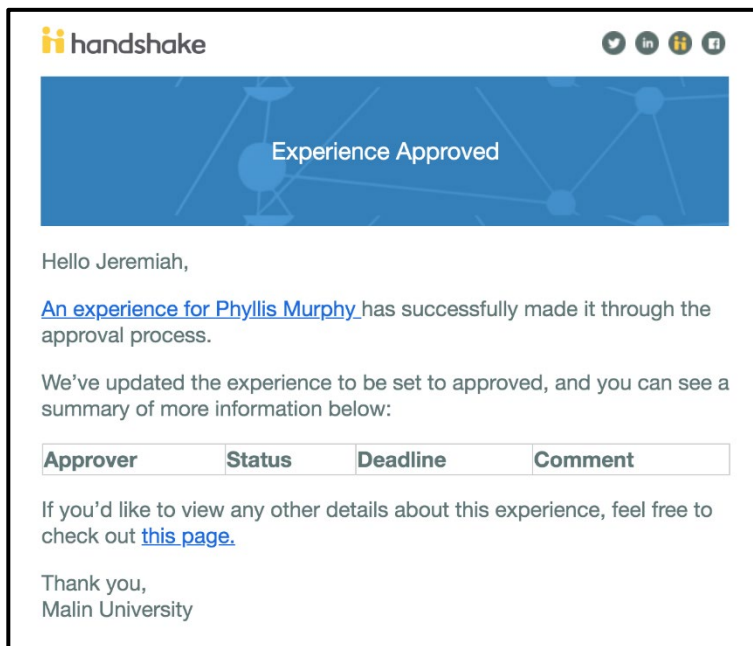
Overview **Edit** Evaluations

✓ Experience was successfully created.

EMPLOYER	Details	Comments and Activity
Test	<b>Student</b>	
TERM Summer 2023 (May - July 2023)	NAME Jennifer Pacheco	CURRENT SCHOOL YEAR Alumni
TEMPLATE Test - J Pacheco	SCHOOL Colorado Mesa University	
Attachments	<b>Job</b>	
New Attachment	TITLE:	SALARY

## Experience Approval

1. The Experience request must go through an approval process that is approved by your Faculty Internship Coordinator and the Site Supervisor. This is to verify that all the documents have been uploaded and the information is correct.
2. If your internship was *not approved*, you will receive an email from Handshake. Your Faculty Internship Coordinator should also email you at your CMU email account explaining what is needed to approve your Experience.
3. If you have not heard from the Faculty Internship Coordinator within two weeks of completing your Experience Request in Handshake, please contact them directly via email or phone and inquire about the status of your internship.
4. Once the internship has been approved, you will receive a notification/email from [handshake@notifications.joinhandshake.com](mailto:handshake@notifications.joinhandshake.com) like the email below.

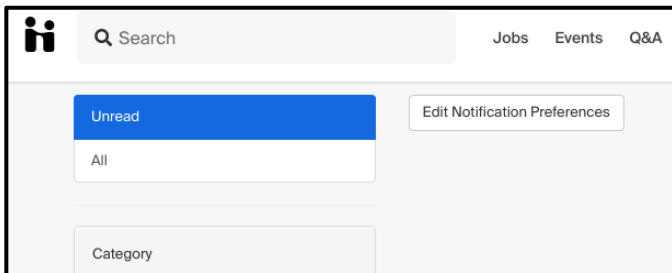


5. At this time, you will need to enroll in the appropriate course and begin working with your Faculty Internship Coordinator and Site-Supervisor to complete the course requirements.
6. Towards the end of your internship experience, you will receive another email from Handshake requesting you complete the student evaluation survey. You must complete the survey by the deadline in the email as part of the grading process for the course. Below is an example of what the email would look like.

## Manage Notifications

It is highly recommended that you ensure you are set up to receive communications about the Internship process.

1. Click your account icon in the upper-right corner of Handshake, then click **Notifications** from the drop-down menu.
2. Toward the upper-middle of the page, click the button **Edit Notification Preferences**.



3. Scroll down to the **Experiences** section and select how you would like to receive the communication.

Experiences	Email	Notification	Push (Mobile)
An experience evaluation is requested	✓	✓	
Someone comments on one of my experiences	✓	✓	

## Additional Handshake Support Articles

- [Submit an Experience \(as a student\)](#)
- [Uploading an Attachment to an Experience](#)
- [Tracking your Experience](#)
- [Edit Your Experience Details](#)