

Request 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 [CMU Course Liability Waiver, Internship Agreement, and Internship Learning Outcomes form](#).

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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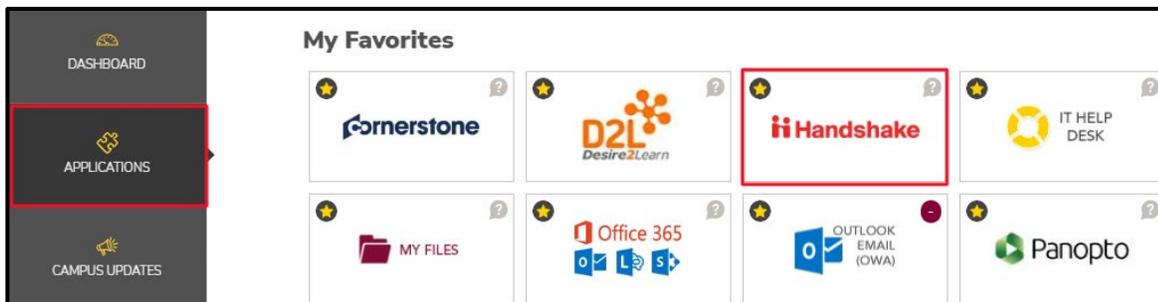
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Additional Handshake Support Articles

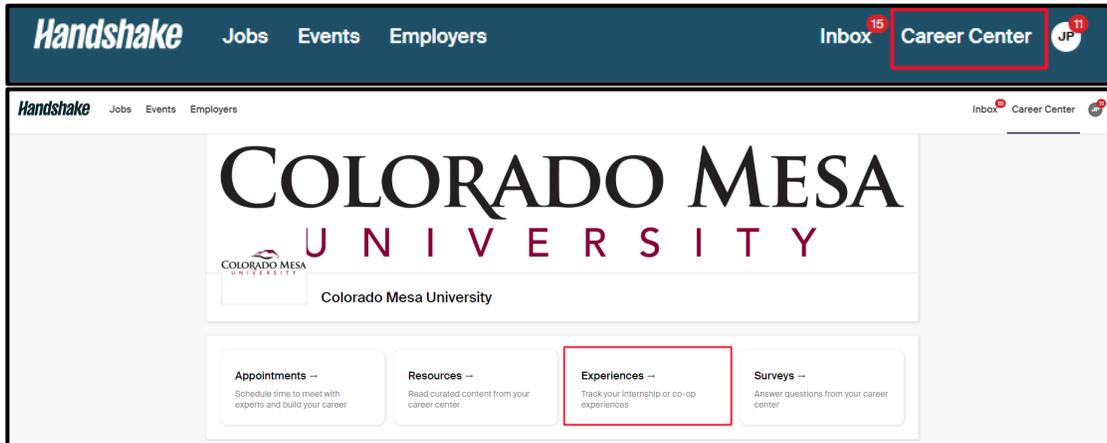
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Request an Experience

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



- To start the Internship request process, click **Career Center** in the upper-right corner of your home screen and select the **Experiences** option.



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



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

Details

* Experience Type

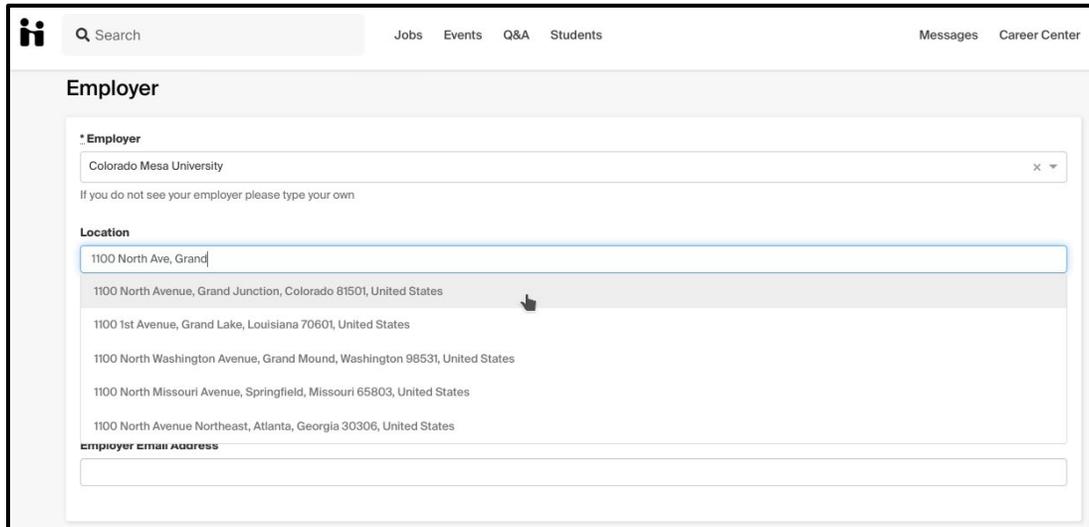
ACCT 499 - Internship x ▾

* Term

Spring 2023 (January - May 2023) x ▾

- Provide the **Employer** (internship site) information. Note: Employer Phone Number and Employer Email Address are optional and should be for the company, not for your individual supervisor.

- If the internship is not in Handshake, type in the information. When typing in the location, start typing the street address then select the correct location from the drop-down list. Do not just type in the location.



Employer

Employer
Colorado Mesa University

If you do not see your employer please type your own

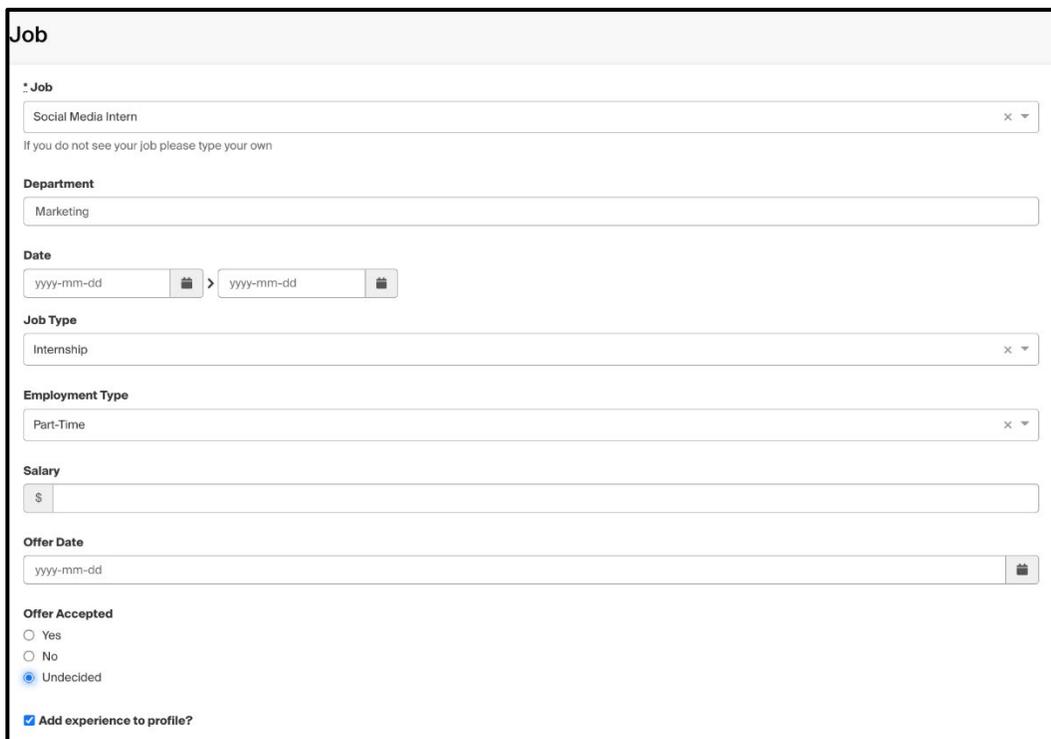
Location

1100 North Ave, Grand

- 1100 North Avenue, Grand Junction, Colorado 81501, United States
- 1100 1st Avenue, Grand Lake, Louisiana 70601, United States
- 1100 North Washington Avenue, Grand Mound, Washington 98531, United States
- 1100 North Missouri Avenue, Springfield, Missouri 65803, United States
- 1100 North Avenue Northeast, Atlanta, Georgia 30306, United States

Employer email address

- Enter the **Job** details for the Experience. Make sure you use the calendar icon to select the dates or type the date in the correct format YYYY-MM-DD otherwise; you will get an error message.



Job

Job
Social Media Intern

If you do not see your job please type your own

Department

Marketing

Date

yyyy-mm-dd > yyyy-mm-dd

Job Type

Internship

Employment Type

Part-Time

Salary

\$

Offer Date

yyyy-mm-dd

Offer Accepted

Yes
 No
 Undecided

Add experience to profile?

9. Provide information about your internship **Site-Supervisor**.

- a. 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.

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

- 10. 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.
- 11. For some internships, the Faculty Internship Coordinator information was filled in when the internship was set up in Handshake so the student does not need to provide this information.

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

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

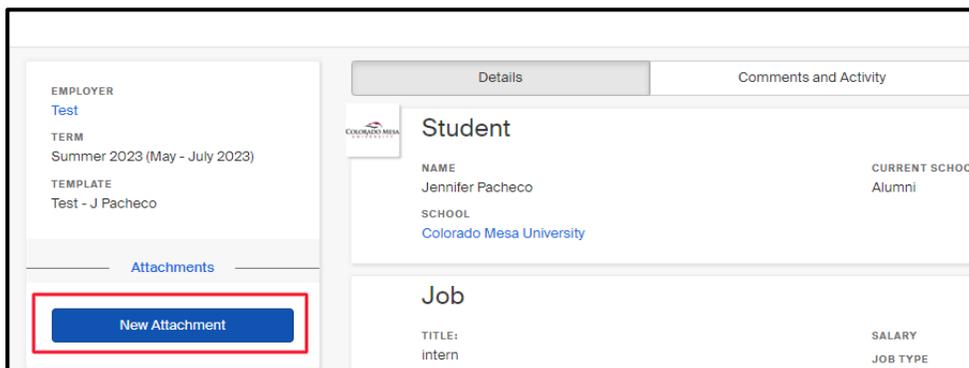


Upload Attachments to an Experience

1. Log into your Handshake account through MAVzone. Click **Career Center** in the upper-right corner of your screen and then click **Experiences**.
2. Locate the experience on the Overview page, then click the blue button **View Details**.



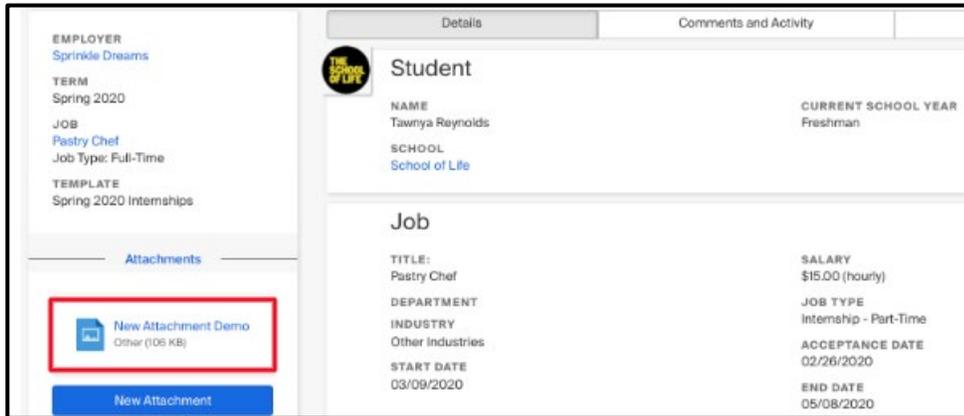
3. To submit all approved [internship forms](#) (Liability Waiver, Internship Agreement, and Learning Outcomes) as an attached file, select the **New Attachment** button in the **Attachments** section.



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".

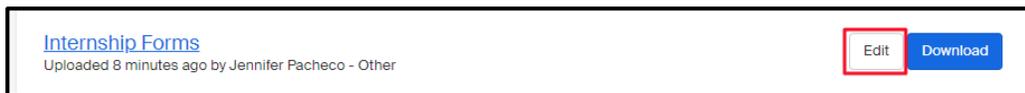
- The uploaded file will be in the “Attachments” section as shown below. You may need to refresh your screen to see the attachments. Repeat these steps to attach additional documents.



Edit Attachments

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

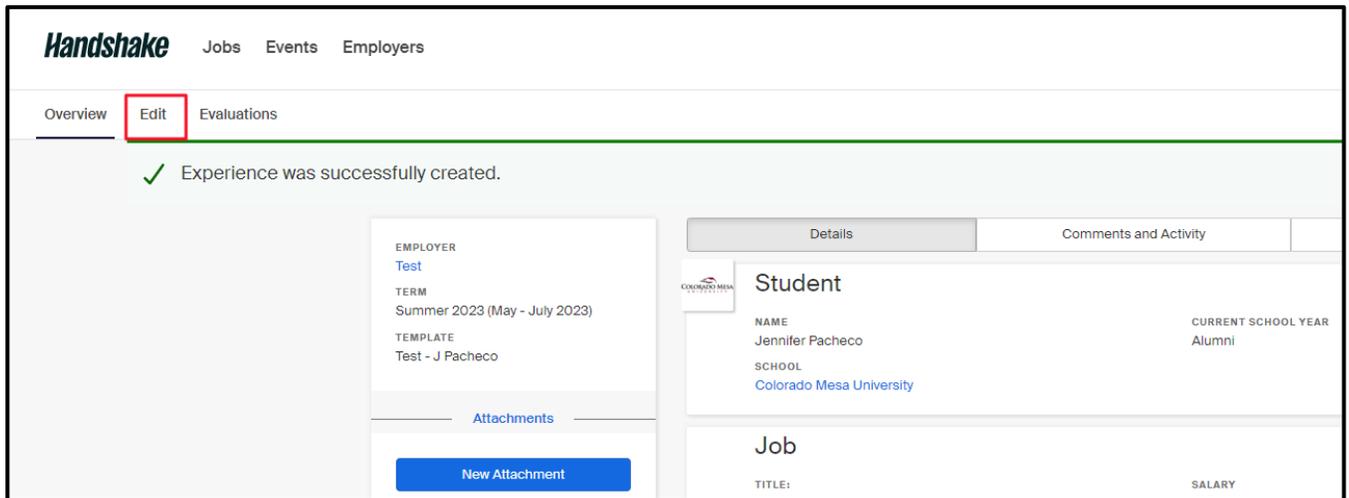
- Select the **Edit** button for the attachment you need to delete or edit.



- 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.

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 or 970.248.1404).



Handshake Jobs Events Employers

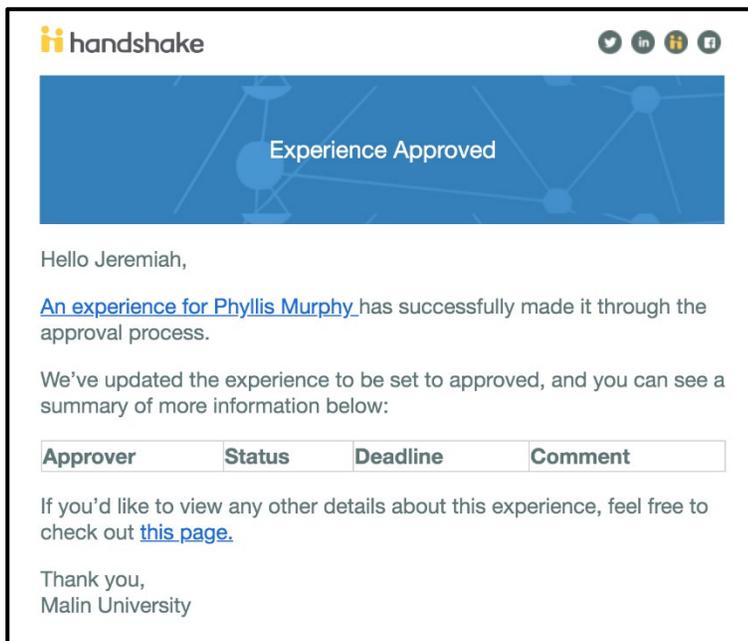
Overview **Edit** Evaluations

✓ Experience was successfully created.

EMPLOYER	Details	Comments and Activity
Test	Student	
TERM Summer 2023 (May - July 2023)	NAME Jennifer Pacheco	CURRENT SCHOOL YEAR Alumni
TEMPLATE Test - J Pacheco	SCHOOL Colorado Mesa University	
Attachments	Job	
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 like the email below.

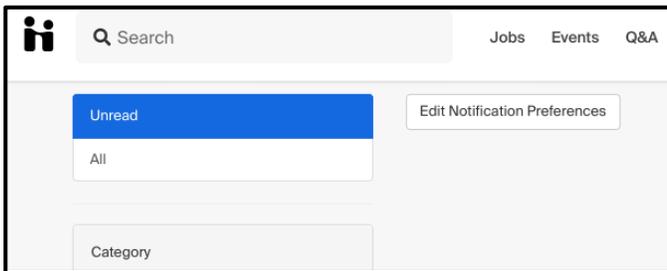


5. At this time, you will need to enroll in the appropriate course and begin working with your Faculty Internship Coordinator and Site-Supervisor to complete the course requirements.
6. Towards the end of your internship experience, you will receive another email from Handshake requesting you complete 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	✓	✓	