



How to Report Your Internship in **Handshake**



Arts & Sciences and Public Health Majors

Career Center
110 Lanier Hall | gcsu.edu/career
478-445-5384 | career.center@gcsu.edu



Before you begin, make sure you have the following information about your internship:

1. Internship Timeline – Start and End Date
2. Internship Description of Duties
3. Supervisor Information – Name, title, address, phone number, and email
4. Course number and credits (See chart below)
5. 3 S.M.A.R.T. Learning Goals for your Internship

(Specific, Measurable, Attainable, Realistic, and Time Bound)

***Tips for Successful Submission:**

Use Google Chrome as web browser

Turn off pop-up blocker

Internship Course Information

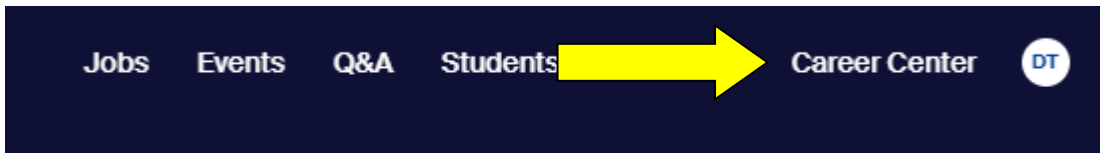
Major	Faculty Coord(s)	Internship Course	# of Credit Hours
Biology	Dr. Ellen France, <i>Healthcare and Non-healthcare related</i>	BIOL 4960 Internship, BIOL 4961 Capstone	3-6 hours
Chemistry	Dr. Ronald Fietkau	CHEM 4960 Internship	1-15 hours
Criminal Justice	Dr. Sara Doude	CRJU 4960 Internship	1-9 hours
Environmental Science	Dr. Allison VandeVoort	ENSC 4960 Internship, ENSC 4961 Capstone	3-6 hours
Geography	Dr. Doug Oetter	GEOG 4960 Internship	1-15 hours
History	Dr. Aran MacKinnon	HIST 4960 Internship	1-15 hours
Liberal Studies	Dr. Sunita Manian	IDST 4960 Internship	3 hours
Mass Communication	Dr. Christina Smith Michael Crews Dr. Chad Whittle	MSCM 4960 Internship	3 hours
Philosophy	Dr. James Winchester	PHIL 4960 Internship	3 hours
Physics	Dr. Hauke Busch	PHYS 4960 Internship	1-15 hours
Political Science	Dr. Clif Wilkinson	POLS 4960 Internship	1-9 hours
Psychology	Dr. Noland White	PSYC 3960 Practicum, PSYC 4960 Internship	PSYC 3960 – 3 hours PSYC 4960 – 6 hours
Public Health	Dr. Ernie Kaninjing	KINS 4306 Internship, KINS 4806 Internship	6-12 hours
Sociology	Dr. Stephanie McClure	SOCI 4960 Internship	1-3 hours

1. Login to Handshake through UNIFY

Create a profile if you haven't done so already.

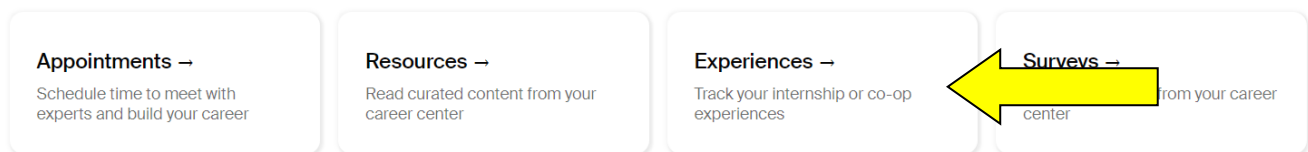
Your profile will need to be approved and made active—pending profiles **will not** be able to see the “report an internship” option upon first login.

2. On the Handshake home screen, click “Career Center”.

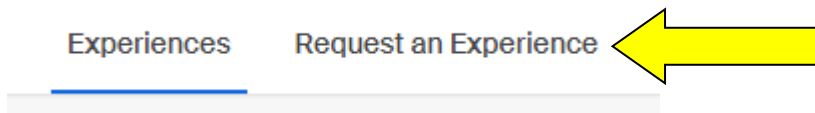


3. Click “Experiences”.

What can we help you find?



4. Click “Request an Experience”.



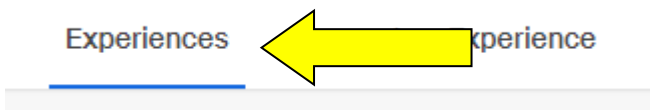
5. Complete the required information about your internship:

- Experience Type – *Choose one*
 - Internship for Academic Credit – Arts & Sciences
 - Internship for Academic Credit – Public Health
- Term (*this is the semester you will be completing the internship*)
- Employer
- Internship/job title
- Internship timeline
- Internship description of duties
- Supervisor information
- Waiver of Liability
- Answer yes/no questions regarding your internship
- Enter your Course Number (see course number chart above) and Hours of Credit.
- Submit three learning goals for your internship.

Once you complete all of this information, click the green “Request Experience” button.

* If you need assistance or have questions about answering these questions, please email **Daniella Thomas** at daniella.thomas@gcsu.edu

5. To check on the status of your internship, click “Experiences”.



6. Throughout your internship experience, make sure you stay in contact with your Faculty Internship Coordinator to ensure you are completing necessary assignments for class credit. Additionally, make sure you are checking your Bobcats email frequently as both midterm and final evaluations will be going out to you and your site supervisor to complete.