



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

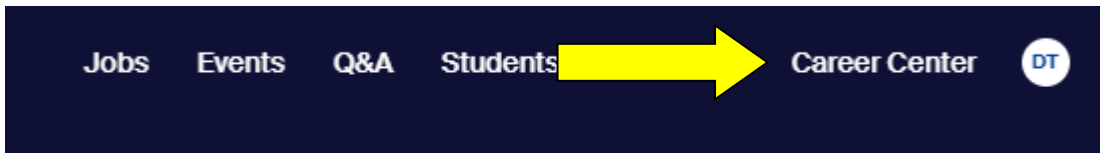
| Major | Faculty Coord(s) | Internship Course | # of Credit Hours |
|-----------------------|--|--|--|
| Biology | Dr. Ellen France, <i>Healthcare and Non-healthcare related</i> | BIOL 4960 Internship, BIOL 4961 Capstone | 3-6 hours |
| Chemistry | Dr. Sayo Fakayode | CHEM 4960 Internship | 1-15 hours |
| 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 | MSCM 4960 Internship | 3 hours |
| Philosophy | Dr. James Winchester | PHIL 4960 Internship | 3 hours |
| Physics | Dr. Sayo Fakayode | PHYS 4960 Internship | 1-15 hours |
| Political Science | 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 Laura Childs | 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.

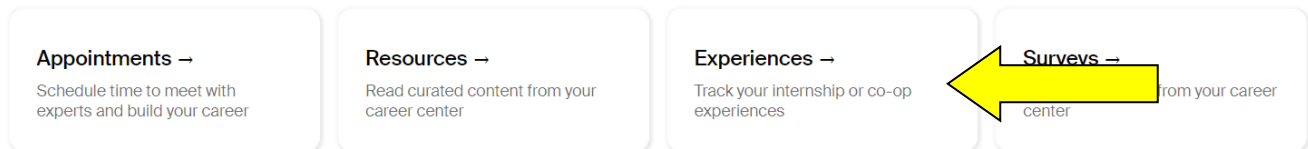
Your profile will need to be approved and made active—pending profiles **will not** be able to see the “report an internship” option upon first login.

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

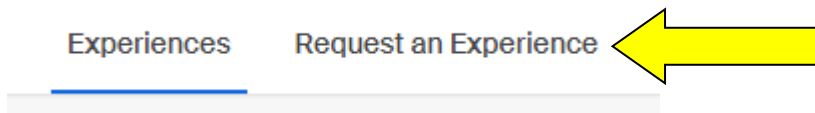


3. Click “Experiences”.

What can we help you find?



4. Click “Request an Experience”.



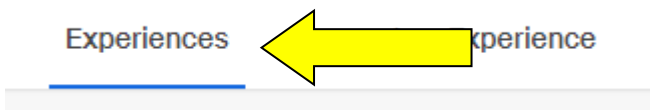
5. Complete the required information about your internship:

- 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.