

## Experiences Overview for Faculty Internship Advisors

Experiences is a function in Handshake that allows students, advisors, and employers to easily track internship experiences. The platform allows us to track the entire process from the initial approval through to reflection all online. The platform can include liability forms and assignments. The following demonstrates

### How it Works (the general process)

1. Student requests the Experience in Handshake (there is an instructional video for students [here](#))
2. Courtney will review the experience submitted, assign to appropriate advisor and kick off the approval process
3. You will then receive an email (from Handshake) that asks you to review the requested Experience. You will have 5 days to respond either approving or declining the experience. (see receiving email section below)
4. Once approved, the intern site supervisor will receive an email from Handshake similar to yours. This is where they will answer the questions typically asked in your divisions forms and “sign” the MOU.
5. Once the supervisor approves, the Experience is fully approved. Your division can elect to have mid-term and final evaluations go out automatically (they go out 14 days before respective dates)

### Receiving the Experience Email

1. Once the approval process has been kicked off by Courtney, you will receive an email that looks similar to this:

Please review this experience request for Courtney Robinson

A student has requested a new experience. Please respond to this approval within 14 business days.

Experience for Fall 2019

Courtney Robinson

Personal Training Assistant at Robinson Elite Performance

[Review Experience Request](#)

Unsubscribe



Handshake (Stryder Corp.)

P.O. Box 40770, San Francisco, CA 94140

2. Clicking the “Review Experience Request” will take you to a page that looks similar to this:

The screenshot shows the Handshake interface for reviewing an experience. At the top, the Handshake logo and Lewis-Clark State College name are visible. The page title is 'Review Experience Request'. A notification banner at the top states: 'Please respond within 21 days. The deadline to approve or decline this experience is Aug 19, 2019 11:59 PM'. On the left, a navigation menu includes 'Job Details (Fall 2019)', 'Experience Details (3 attachments)', 'Student Survey (3 answers)', and 'Your Response'. The main content area, titled 'Job Details', shows information for 'Robinson Elite Performance' in the Healthcare department. The job title is 'Personal Training Assistant'. Other details include the address (2510 14th Street, Lewiston, Idaho 83501, United States), phone number ((509) 433-4155), email (clsawyer0@yahoo.com), and duration (07/30/2019-12/13/2019, 5 months). A blue button at the bottom of the job details section says 'Next: Experience Details'.

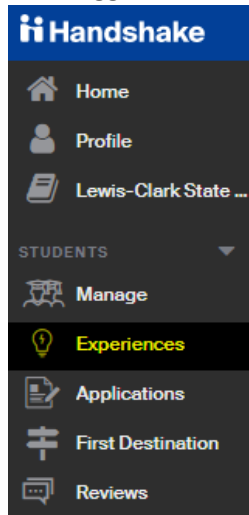
3. This is where you will be able to see the details of the internship and the student answers to questions your division asks
4. If everything looks okay, you can click “Approve Experience” at the end of reviewing.
5. If something is missing or you need more information, you can click “Decline” and leave a comment on what is needed of the student
6. If you decline an experience, please email Courtney Robinson in the Student Employment Center. She will then reset the experience so the student can edit and resubmit their experience.
- 7.

### Getting Started (the administration side)

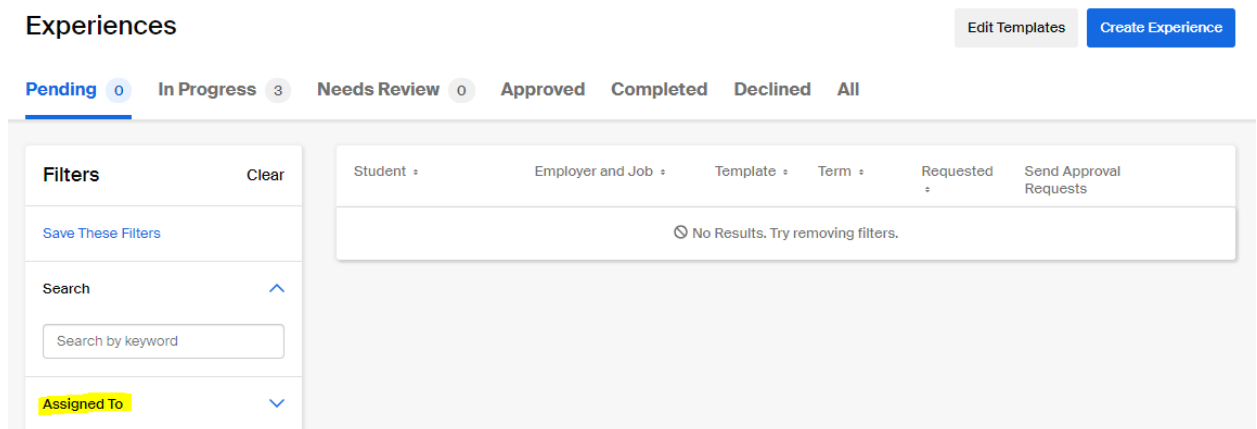
1. You will receive an email from Handshake asking you join. Contact Courtney Robinson in the Student Employment-Career Center if you have not received it.
2. Follow the link in the email and get a profile set up. This will grant you access to Handshake. This will be where you can manage your students.
3. Go to [lscs.joinhandshake.com](http://lscs.joinhandshake.com) and log in

### Managing Experiences

1. Once logged into Handshake, click “Experiences” on the left side bar



2. You will then see the following options:



**Pending:** This is where you can review the students experience prior to starting the approval process. *Note: currently, Career Services kick starts the approval process*

**In Progress:** Students are still in the approval process

**Needs Review:** The approval process has expired and needs to be restarted

**Approved:** All reviewers have approved the Experience. This is also where you can track who has submitted mid-term and final evaluations

**Completed:** The term is over and the Experience is complete

**Assigned To:** In any of the categories, you can select your name which will allow you to only see your students

3. When selecting the category you want to view, you will see the list of students and a quick overview of where they're at in the process:


Needs Review 0 **Approved** Completed Declined All


Student	Employer and Job	Template	Term	Mid Student	Mid Eval	Final Student	Final Eval
<input type="checkbox"/> Nik Roussos	Lewis-Clark State College Assistant	Movement & Sports Sciences	Spring 2020	—	👤 1	👤 0/1	👤 0/1
<input type="checkbox"/> Emily Adams	Lewis-Clark State College Coach	Movement & Sports Sciences	Spring 2020	—	👤 1	👤 0/1	👤 0/1
<input type="checkbox"/> Gary McEwen	Smith & Nephew Medical Medical Sales	Movement & Sports Sciences	Spring 2020	—	👤 1	👤 0/1	👤 0/1


4. To examine a students file, you simply click on the students name, where you will see the full details of the Experience.

Experiences

**Gary McEwen ( [REDACTED] ) - (Spring 2020)** Approved ...








 **Gary McEwen**  
Senior

 **Smith & Nephew Medical**  
Medical Sales

 01/27/2020 - 05/13/2020

**Overview** Job Details Approvals 2/2 **Mid-Term Evaluation** 1/1 Final Evaluation 0/2

### Timeline (Movement & Sports Sciences)

-  Experience Requested  Student Jan 23, 2020 7:16 pm
-  Approvals Start  Intern Faculty Supervisor Jan 25, 2020 10:21 am PST
-  Intern Site Supervisor Feb 1, 2020 5:45 pm PST
-  Mid-Term Evaluation  Intern Site Supervisor Apr 8, 2020 10:58 am PDT

Today Approved

**Overview:** The main point of this section is to see the timeline of the Experience and where it is at in the process

**Job Details:** Shows the students responses to the questions asked by your division—the survey they submit when requesting an Experience.

**Approvals:** You can view the details of what the reviewers said when approving the Experience

**Mid-Term Evaluation:** Shows the responses submitted for the mid-term evaluation (more details on next page)

**Final Evaluation:** Shows the responses submitted for the final evaluation

5. If you wish to bulk download the results of your students files and responses, you simply select the checkbox by the names and select "Download Student CSV" (or approval CSV if you wish to get those results)

Needs Review 0 **Approved** Completed Declined All

25 of 29 Experiences selected [Select all](#) Mid-Term Evaluation Final Evaluation **More**

<input checked="" type="checkbox"/>	Matthew Hroma	Asotin High School Coaching	Movement & Sports Sciences	Spring 2020	–	Mark as Completed Add Label Remove Label <b>Download Student CSV</b> <b>Download Approval CSV</b> Send Email to All Reviewers Send Email to Reviewers (Approval) Send Email to Reviewers (Evaluation) Send Email to Students
<input checked="" type="checkbox"/>	Bailey Key	Twin River Bank Loan Assistant	Business Division	Spring 2020	–	
<input checked="" type="checkbox"/>	Madilyn Brown	Lewiston family chiropractics TPI	Movement & Sports Sciences	Spring 2020	–	

6. You are also able to send emails to reviewers/students who need reminders to submit an evaluation or approval

In Progress 3 Needs Review 0 **Approved** Completed Declined All

Clear

3 of 3 Experiences selected [Clear selection](#) Add Label Remove Label **More**

<input checked="" type="checkbox"/>	Ann Robertson	TacFul Gear, LLC intern	Business Division	Spring 2020		Download Student CSV Download Approval CSV Send Email to All Reviewers Send Email to Reviewers (Approval) Send Email to Reviewers (Evaluation) Send Email to Students
<input checked="" type="checkbox"/>	Madilyn Brown	Camfit Personal trainer	Business Division	Spring 2020		
<input checked="" type="checkbox"/>	Terissa Elwell	Collaborative Behavior Solutions book keeper	Business Division	Spring 2020	1/2	01/28/20

## How to view evaluation responses in Experiences

1. Log into Handshake and click “Experiences”
2. Click on “Approved”
3. To make it easier, you can filter so you only your students:

**Filters** Clear

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[Save These Filters](#)

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**Search** ^

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**Missing Evaluations** ^

- Student Mid-Term
- Reviewer Mid-Term
- Student Final
- Reviewer Final

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**Assigned To** ^

- Jessica Savage (10)
- Karen Andrews (9)
- Susan Steele (4)
- Courtney Robinson (1)

4. If the supervisor has completed the mid-term evaluation, you will see this:

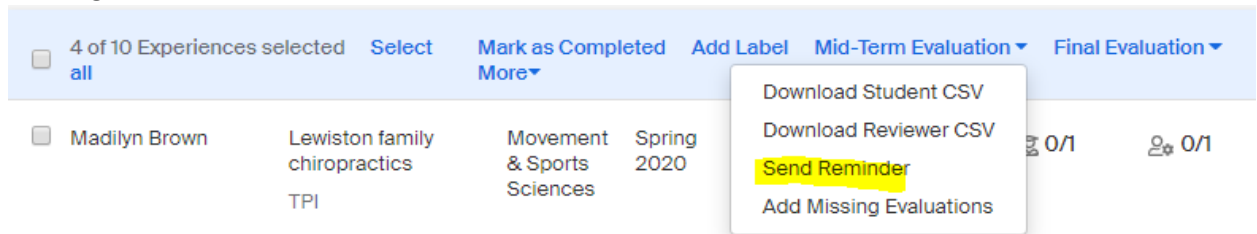
Mid Eval ±	Final Student ±	Final Eval ±
1	0/1	0/1

If they have not completed it, it will show 0/1

5. Click on the student you'd like to view, then click “Mid-Term Evaluation”

[Overview](#) [Job Details](#) [Approvals](#) 2/2 **[Mid-Term Evaluation](#)** 1/1 [Final Evaluation](#) 0/2

6. You will now be able to review the responses.
7. If a supervisor has yet to complete the evaluation, you can send them a reminder by selecting the box next to the students, clicking “Mid-term evaluation” on the bar that pops up, and selecting “Send reminder”



This will resend the reminder email to the supervisors asking them to complete the evaluation

If you would like to download the responses into an Excel spreadsheet, you can do that by selecting the boxes by the students who have an evaluation complete, clicking “Mid-Term Evaluation” again and selecting “Download Reviewer CSV”.

## Frequently Asked Questions