

Experiences Overview for Intern Site Supervisors

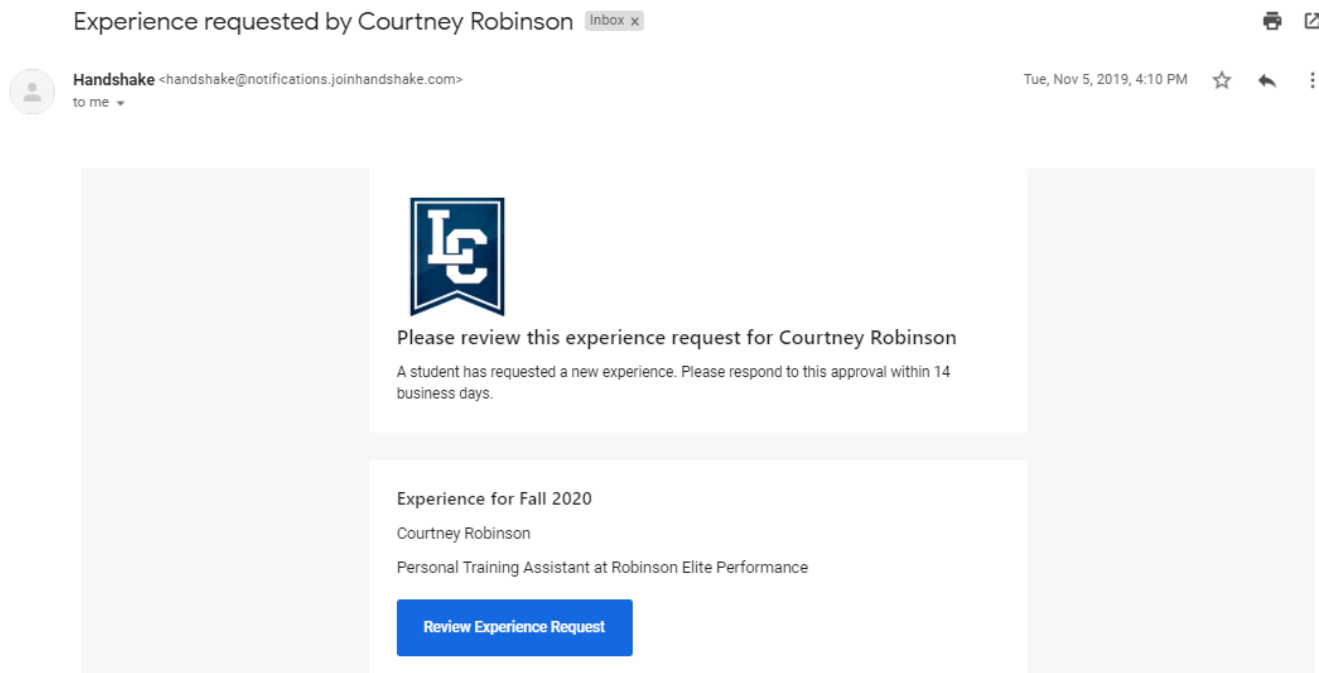
LC State utilizes a career services platform called Handshake. This platform allows employers to post part-time and full-time jobs, as well as internship and volunteer opportunities for students. Within this platform is a function called Experiences which allows LC divisions and students to track their internships electronically. Previously, internship evaluations, MOU's and general information would be completed on paper. Now, you will simply complete the information online. The following shows a simple overview of the process and what you can expect this semester.

How it Works (the general process)

1. Student requests the Experience in Handshake
2. The Student Employment-Career Center will review the experience submitted, assign to appropriate advisor and kick off the approval process
3. The advisor will then receive an email (from Handshake) that asks them to review the requested Experience. They will have 5 days to respond either approving or declining the experience.
4. Once the advisor approves it, you will then receive an email from Handshake (check spam folder). This is where you will answer the questions asked by divisions, review and "sign" the MOU. **An MOU must be on file before a student can begin working.**
5. Once you approve, the Experience will be marked as fully approved. Some divisions have elected for mid-term and final evaluations to be completed electronically as well. If applicable, you will receive an email requesting the evaluation be submitted 14 days before the respective mid-term and final dates.

What to Expect:

1. You will receive an email that looks similar to this:



Please be sure to keep an eye on your junk/spam folder. You will have either 5 or 14 days to respond (Timeline will be listed in the email).

2. Click "Review Experience Request"

3. You will be taken to a screen that looks similar to this:

Experiences
Review Experience Request

Courtney Robinson
Alumni at Lewis-Clark State College

Robinson Elite Performance
Personal Training Assistant

Please respond within 21 days
The deadline to approve or decline this experience is Aug 19, 2019 11:59 PM

Job Details
Fall 2019

Experience Details
3 attachments

Student Survey
3 answers

Reviewer Survey
Academic Advisor

Reviewer Survey
Academic Advisor

Your Survey
1 Questions

Your Response

Job Details

Robinson Elite Performance
Healthcare

2510 14th Street, Lewiston, Idaho 83501, United States
(509) 433-4155
clsawyer6@yahoo.com

Job Title: Personal Training Assistant

Department:

Job Type: Internship

Salary:

Acceptance Date:

Duration: 07/30/2019-12/13/2019 (5 months)

[Next: Experience Details](#)

Job Details: Show an overview of what the student intern submitted

Experience Details: Will show any attachments pertinent to the internship. **Important: this is where the MOU will be attached for you to review.**

Student Survey: Shows the responses the student submitted when requesting the experience

Reviewer Survey: Shows the academic intern advisor's response

Your Survey: This will be where you answer the questions asked by the division and agree to having read the MOU.

Your Response: This is where you will approve or decline the experience (see step 4)

4. You will approve or decline the experience

Please respond within 21 days
The deadline to approve or decline this experience is Aug 19, 2019 11:59 PM

Job Details
Fall 2019

Experience Details
3 attachments

Student Survey
3 answers


Reviewer Survey
Academic Advisor

Reviewer Survey
Academic Advisor

Your Survey
1 Questions

Your Response

Response



What do you think?

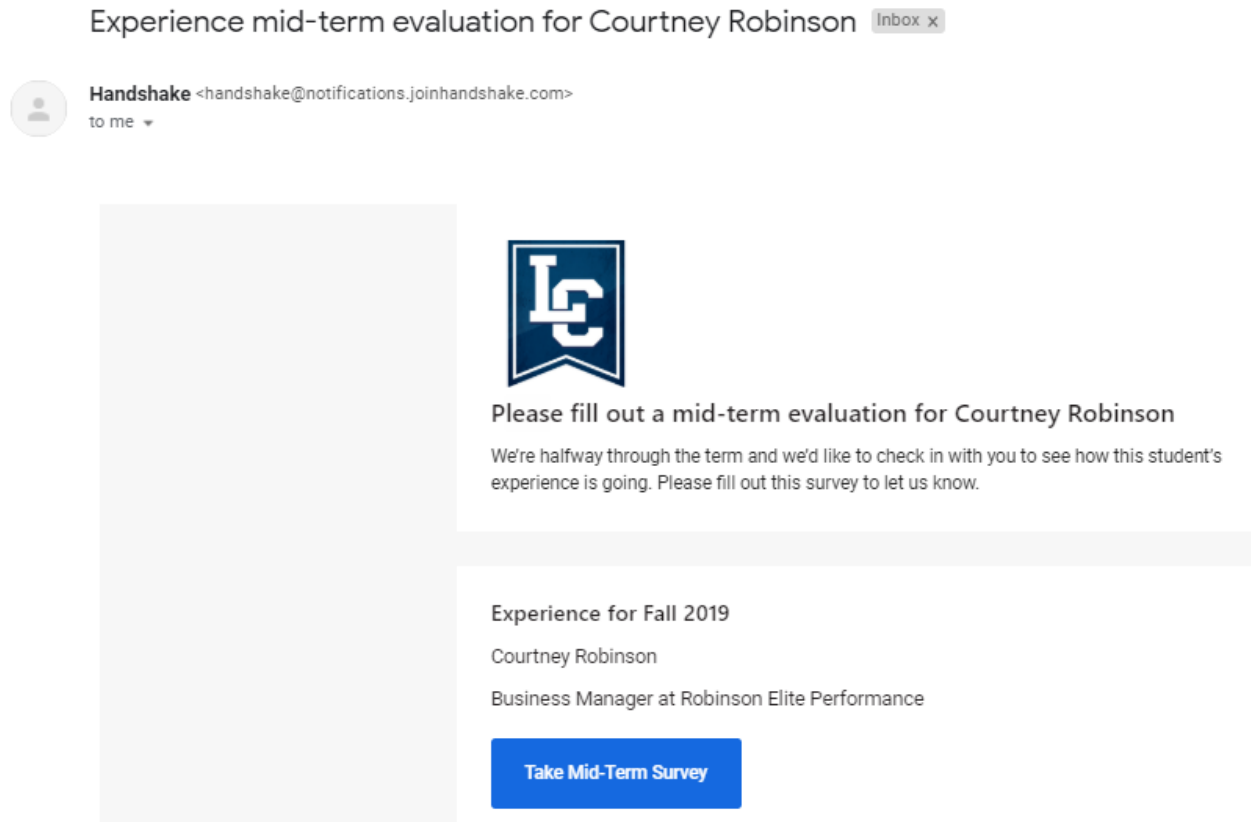
Please choose whether to approve or decline this experience below.

Reason (Optional)

I agree. Look forward to having Courtney with us.

[Previous](#) [Decline](#) [Approve Experience](#)

5. If evaluations are also being submitted through Handshake, you will receive another email at the appropriate time (example below), for which you will walk through similar steps as above to answer the questions and submit your responses. Evaluation responses will be seen by the student and advisor.



If you are having difficulty receiving the emails or completing the surveys, please reach out to Courtney Robinson for assistance:

Courtney Robinson
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