


Requesting Credit for an Internship on iHandshake


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 Handshake 2016

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Use your
GFU email
address



Kaitlyn

George Fox University
kragan@georgefox.edu

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Enter your password to log in


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Create a Password (use your MyGFU password so it's easy to remember)

Select
"Experiences"
to start the process
of getting credit
for your internship



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Suggested by your school

4 Ways to Improve your Focus at work

By Elise Gibson - Jul 26

4 Ways to Focus When Your Mind's Not in the Mood By Paul Jarvis*Courtesy of The Muse.comAttention im...

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Oracle Database Developer

CallidusCloud

Full-Time Job in Birmingham, Alabama

Applications close 9/16/16 at 9:59PM

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Dati/Pashto Linguist

Metlang

Full-Time Job

Applications close 9/19/16 at 11:59PM

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Special Education Teacher

EBS Healthcare

Full-Time Job

Applications close 9/19/16 at 10:54AM

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IDEA Center Data Analyst

George Fox University

Part-Time On Campus Student Employment in Newberg, Oregon

Applications close 9/13/16 at 3:04PM

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Front-End Developer

Headstorm, LLC

Full-Time Job in Dallas, Texas

Applications close 9/23/16 at 9:59PM

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Advising Fellow Program Manager

Matriculate

Full-Time Job in New York, New York

Applications close 9/23/16 at 8:45PM

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College Student Recruitment and Training...

Matriculate

Full-Time Job in New York, New York

Applications close 9/23/16 at 11:59PM

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Flix Premiere Screener

Flix Premiere

Part-Time Internship in Beverly Hills, California

Applications close 9/16/16 at 9:10AM

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[Apply](#)

Experiences

Applications

Experiences

Report an Experience

You have not recorded any experiences yet. Record your experience here when you are hired for a position.

Select **“Report an Experience”** to fill out the form to apply for Internship/ Field Experience credit

Employer

Term

Fall 2016

Employer

ABC Company

 The employer is not listed, let me type my own

* Location

Portland, OR, USA

If you are having trouble finding your address, you can manually enter details such as room number click [here](#).



Employer phone

(500) 000-0000

Employer email address

Job

Job

Select a job

Job title

Intern

Department

Marketing & Advertising

Choose the appropriate term

Keep in mind: fill out as much information as you can. If information is missing, your form will not be processed.

Industry

Start date 

End date 

These dates must fall within the semester start and end dates!

Currently active

Job type

Employment type


Salary

Pay period
 hourly
 monthly
 yearly

Notice: this is a new field on the form.

Offer date 

Offer accepted
 yes
 no
 undecided

Date offer accepted 

Supervisor

* Supervisor name

* Supervisor email

Supervisor title

Supervisor phone

General

1. * Anticipated Schedule:

MWThF 3-6pm

2. * Estimated Hours per Week:

12

3. * Number of Credits you plan to earn:

3

4. * Course #:

275 (lower division)

375 (cultural experience)

475 (upper division)

5. * Discipline (major subject you want to receive credits in):

MKTG

6. * GFU Instructor Name (A faculty member who has agreed to oversee your internship):

Marketing Instructor

7. * Faculty Advisor Name:

GFU Faculty Advisor

Make sure to put in the first AND last name of the appropriate Instructor & Advisor (based on Major area)

* Faculty Advisor Name:

GFU Faculty Advisor

* Identify some Daily Tasks and Semester Projects

-Checking and responding to incoming mail and emails from business clients/customers
-Maintaining social media appearance for the organization on platforms such as Twitter, Instagram, Facebook, etc.
-Market and advertise for ABC's annual fundraising event in November
-Attend meetings regularly as a representative of the Marketing department

This section should clearly communicate what a student's internship will entail day-to-day and show how the tasks are related to your field of study

* Are you submitting this form AFTER the add/drop date of the semester you completed the internship/field experience (the Sunday of the second week of the semester)?

No.

Yes.

Make sure you answer this question correctly. All Internship/Field Experience forms should be completed BEFORE the add/drop date.

Next Page

If you ARE submitting the form after the add/drop date, choose yes. Then you will need to complete the Petition seen at the bottom of this screen.

* Are you submitting this form AFTER the add/drop date of the semester you completed the internship/field experience (the Sunday of the second week of the semester)?

No.

Yes.

Next Page

Petition

Academic Petition for late add

* Please provide a compelling reason as to why you are submitting this form after the add/drop deadline. Your internship will only be approved if you are able to provide a valid reason. (This now replaces a separate Academic Petition)

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Every internship form must have **at least** 3-5 thorough points that explain, in detail, what you will be learning and how it relates to your field of study.

Learning Objectives

* Please write 3-5 detailed Learning Objectives below. These need to clearly communicate what you will learn throughout this experience related to your field of study.

To learn how to efficiently and effectively market and advertise products, events, and opportunities for various business types.

To apply course content to real-life situations.

To learn how to use XYZ Marketing Database and to become comfortable with online systems that are common among larger organizations.

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[Create Experience](#)

Experience was successfully created.



EMPLOYER
ABC Company

TERM
Fall 2016

SUPERVISOR
Name: Jane Doe
Title: Marketing Director
Email: j.doe@abc.com
Phone: (500) 000-0001

Actions

Labels

No labels have been added.

Details

Comments and Ac



Student

NAME
Grace Packer

SCHOOL
George Fox University

CURRENT SCHOOL YEAR
Senior

Job

TITLE
Intern
DEPARTMENT
Marketing & Advertising

INDUSTRY
START DATE
08/29/2016

SALARY
\$12.34 (hourly)
JOB TYPE
Internship - Part-Time

ACCEPTANCE DATE
07/26/2016
END DATE
12/16/2016



Employer

EMPLOYER
ABC Company
PHONE
(500) 000-0000

LOCATION
Portland, OR, USA
EMAIL

Supervisor

NAME
Jane Doe

TITLE
Marketing Director

Your form is complete and now **PENDING** -- that means it's time to wait for the IDEA Center to process your form. You can check in with Kaitlyn Ragan at kragan@georgefox.edu to check on its progress or to ask any questions about Handshake.