

Requesting Credit for an Internship on iHandshake

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- My Profile
 - Documents
 - Career Interests
- Jobs & Internships
 - Search Employers
 - On-campus Interviews
 - Applications
- Events
 - Search Events
 - Search Fairs
- My University
 - Appointments
 - Resources
 - Mentoring
 - Experiences
 - Surveys
 - Journal

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



Suggested by your school

Do what you love!

Tell us a little more about your Career Interests and we'll recommend events, articles and jobs you're actually interested in.

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UI/UX designer (paid Intern)
Integem, Inc.

Part-Time Internship in Cupertino, California

Applications close 1/25/18 at 10:00AM

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Paraeducator (Special Education Support)
Portland Public Schools

Part-Time Job in Portland, Oregon

Applications close 6/1/17 at 12:00PM

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IT Service Desk Assistant
George Fox University

Part-Time On Campus Student Employment in Newberg, Oregon

Applications close 6/30/17 at 12:00AM

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PR, Writing, Marketing Presentations and Social Me...
GreatMoods.com LLC

Part-Time Internship in Mendota Heights, Minnesota

Applications close 12/31/17 at 9:00PM

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Student fundraiser - Phonathon
George Fox University

Part-Time On Campus Student Employment in Newberg, Oregon

Applications close 12/31/17 at 10:00AM

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#10-13a Relief Youth Care Counselor
Boys & Girls Aid

Part-Time Job in Portland, Oregon

Applications close 6/10/17 at 11:00PM

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SAMBICA Media Arts Internship
SAMBICA

Full-Time Internship in Bellevue, Washington

Applications close 6/1/17 at 12:00AM

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Adolescent Counselor
Northwest Behavioral Healthcar...

Part-Time Job in Gladstone, Oregon

Applications close 7/28/17 at 10:00PM

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Marketing Intern
Cascade Insights

Part-Time Internship in Portland, Oregon

Outreach and Development Internship
Adventures Without Limits

Full-Time Internship in Forest Grove, Oregon

Building Systems Electrical Assistant - School Yea...
George Fox University

Part-Time On Campus Student Employment in Newberg, Oregon



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 2017

Employer

Select an employer

 The employer is not listed, let me type my own

* Location

Portland, Oregon, United States

Employer phone

(500) 000-000

Employer email address

Job

Job

Select a job

Job title

Intern

Department

Marketing & Advertising

Industry

Start date

2017-08-29



End date

2017-12-12

Currently active

Job type

Internship

Employment type

Part-Time

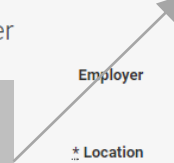
Salary

\$ \$12.34

Pay period

 hourly monthly yearly

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.

Job

Job	<input type="text" value="Select a job"/>
Job title	<input type="text" value="Intern"/>
Department	<input type="text" value="Marketing & Advertising"/>
Industry	<input type="text"/>
Start date	<input type="text" value="2017-08-29"/>
End date	<input type="text" value="2017-12-12"/>
Currently active	<input type="checkbox"/>
Job type	<input type="text" value="Internship"/>
Employment type	<input type="text" value="Part-Time"/>
Salary	<input type="text" value="\$ 12.34"/>
Pay period	<input checked="" type="radio"/> hourly <input type="radio"/> monthly <input type="radio"/> yearly
Offer date	<input type="text" value="2017-07-26"/>
Offer accepted	<input checked="" type="radio"/> yes <input type="radio"/> no <input type="radio"/> undecided
Date offer accepted	<input type="text" value="2017-07-26"/>

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

Supervisor / HR Contact

Supervisor name	<input type="text" value="Jane Doe"/>
Supervisor email	<input type="text" value="j.doe@abc.com"/>

275 (lower division)

375 (cultural experience)

475 (upper division)

⚡ Discipline (major subject you want to receive credits in):

MKTG

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

Marketing Instructor

⚡ Have you spoken with this person about the details of this internship?

Yes

No

⚡ Faculty Advisor Name:

GFU Faculty Advisor

⚡ Identify some Daily Tasks and Semester Projects

-Checking and responding to incoming mail and emails from business/customers
-Maintaining social media appearance for the organization on platforms such as

⚡ 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)?

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

Marketing Instructor

* Have you spoken with this person about the details of this internship?

Yes

No

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

* Faculty Advisor Name:

GFU Faculty Advisor

* Identify some Daily Tasks and Semester Projects

-Checking and responding to incoming mail and emails from business/customers
-Maintaining social media appearance for the organization on platforms such as

* 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.

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.

Select 'Yes' then select '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)

[Go Back](#)

[Next Page](#)

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.

General

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.

[Go Back](#)

Cancel

Create Experience

Experience was successfully created.

EMPLOYER
ABC Company

TERM
Fall 2017

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

Attachments



How_to_Complete_an_Internship...
PDF (840 KB)

New Attachment

Details

Comments and Activ



Student

NAME
Andrea Roberts

SCHOOL
George Fox University

Job

TITLE
Intern

DEPARTMENT
Marketing & Advertising

INDUSTRY
START DATE
08/29/2017

SALARY
\$12.34 (hourly)

JOB TYPE
Internship - Part-Time

ACCEPTANCE DATE
07/26/2017

END DATE
12/12/2017



Employer

EMPLOYER
ABC Company

PHONE
(500) 000-000

LOCATION
Portland, Oregon, United States

EMAIL

Supervisor / HR Contact

NAME
Jane Doe

EMAIL ADDRESS
j.doe@abc.com

TITLE
Marketing Director

PHONE NUMBER
(500)000-0001

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.