

**Jacksonville University**  
**Career Management**  
**Internship Handbook**  
**Handshake Registration Process**



**Career Management**  
JACKSONVILLE UNIVERSITY

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## **Table of Contents**

Introduction

Handshake Academic Internship Registration Process

Student Registration Process

Zero-Credit Hour Option

Example Student Learning Outcomes

Employer Registration Process

Employer Evaluation Example

Faculty Registration Process

Faculty Grading Examples

## INTRODUCTION

The purpose of this manual is to provide policies and guidelines for the Student Internship Experiential Learning Opportunity at Jacksonville University. It is to be a reference for all those involved – administration, internship employer/supervisor, faculty, staff, and students.

Career Management hopes that this manual will answer student, faculty, and supervisor questions regarding the internship registration process through Handshake. If a situation arises that this manual does not cover, or if clarification is needed regarding items included in the manual, please contact Career Management at [careers@ju.edu](mailto:careers@ju.edu) or give us a call at 904-256-7054.

Before you begin, please review the information below to ensure you have all of the required elements you will need to complete the internship registration process on Handshake. It is your responsibility to complete all of the information on the registration form and submit **PRIOR** to the start of your internship experience.

## Recommended Timeline

While the intern selection process varies based on employer, below is the timeframe recommended by Career Management (CM) for students interested in participating in internship experiences:

- 5-6 months before desired start date: Let your faculty and the CM know that you want to intern so we can ensure you are on track!
- 3-6 months before desired start date: Apply to Internships
- 2-3 months before desired start date: Interview for Internships
- 1-2 months before desired start date: Accept offer and meet with faculty advisor to discuss internship requirements
- 1 month before desired start date: Submit your Experience Request on Handshake

## Academic Standards

- Junior - Senior standing (60+ completed academic credits) or departmental approval
- GPA minimums and prerequisites vary by major: Please check with Advisor
  - Davis College of Business: Minimum Overall GPA 2.5, Minimum Major GPA 3.0
  - College of Arts & Sciences, Division of Social Science: Minimum Overall and Major GPA 2.5
- Less than 12 completed internship credit hours

## Identify Internship Opportunities

- Apply to internships on Handshake
- Attend the Career Expo
- Attend Information Sessions and Lunch & Learns
- Create your own!

## Secure Internship

- Apply to the Experience
- Interview
- Send a thank you note to the interviewers
- Receive and accept offer for the position

## Identify and Meet with Faculty Sponsor

- Ask a faculty member in your area of study to oversee your internship
- Meet with your faculty sponsor to discuss:
  - Learning Outcomes
  - Course Code and Number
  - Evaluation Method
  - Internship Expectation

# handshake ACADEMIC INTERNSHIP REGISTRATION PROCESS

- ☐ Course Credit equivalency to number of hours on-site at internship
  - Jacksonville University has the following Colleges: College of Arts & Sciences, College of Fine Arts, Brooks Rehabilitation College of Healthcare Sciences and the Davis College of Business and Technology. All colleges require a course credit equivalency of 45 hours for each credit hour (45 hours = 1 credit hour\*)  
**\*In most cases, confer with your academic department.**
- ☐ You will need this information to complete the online form in its entirety; it is **YOUR RESPONSIBILITY** to write down the information discussed in your faculty meeting

## **Register for your Internship Experience on Handshake**

The registration process for internships is completed in Handshake. The following page has a step-by-step guide that includes all of the details you will need to complete and submit your registration for internship credit. Things to remember about registering for an internship:

- ☐ The internship form needs to be submitted and approved **BEFORE** the beginning of the internship
- ☐ Be sure to allow 3-4 weeks for all approvers to review and sign your form
- ☐ If the approval process “halts” at any point, it is **Your Responsibility** to contact the corresponding individual
- ☐ After submitting your experience request, let your employer supervisor and faculty sponsor know that they will be receiving the email to approve your experience soon

Below is the step-by-step guide to registering for your academic internship in Handshake. It is recommended that you review the process and speak with your faculty sponsor prior starting the registration process.

- Log-in to your Handshake account via the MyJU portal
- Once you are in your account, click on “Experiences” from the “Career Center” drop-down menu
- Select “Submit an Experience”
- Select the College and Division that your major is located in “Experience Template”
- Select the Term that you plan to participate in your internship in “Term”
- Enter your Employer Information in “Organization” section:
  - Employer Name (if your employer is not in Handshake you can manually enter the organization)
  - Location (city, state)
  - Industry
  - Employer Phone Number (contact number for employer supervisor)
  - Employer Email Address (contact email for employer supervisor)
- Enter your Job Information in “Experience” section:
  - Experience (Enter you Job Title. If your position is not in Handshake you can manually enter your position title)
  - Department
  - Dates of Internship
  - Experience type (select Internship)
  - Employment Type (full-time, part-time, seasonal)
  - Salary (if unpaid, enter zero)
- Reviewer Contact Information:
  - Enter the Internship Supervisor at site information
  - Enter Faculty Sponsor information
- Enter “General” Academic Internship Information:
  - Job Description:
    - Is this Internship Posted on Handshake: (Yes/No)
    - Enter (copy/paste) full job description and address of employer in text box
  - Academic Internship Information:
    - How many credits have you earned (minimum 60 credits)?
    - How many additional credit hours will you be enrolled in during your experience (not including internship credit)?
    - Approximate Internship Hours per Week
    - Internship credit hours (1 credit hour=45 hours on-site\*) (\*In most cases, confer with your academic department)
  - Job Description:
    - Course ID (Example: ART, ACCT)
    - Course Number (390/490/590/other). If “other” is selected, please enter the corresponding course number.
  - Learning Outcomes:
    - Enter Learning Outcomes. (Use the open text box to enter the learning outcomes that you have established with your faculty sponsor).
  - Liability Waiver:
    - You will be asked to read and sign the Liability Release Waiver. (Be sure to fill out each text box in this section).
  - Terms Agreement:
    - You will be asked to agree to the university terms for financial responsibility for internship credit
- Select “Submit an Experience” to submit for approval

After you have submitted your request, a series of emails will automatically be sent in the following sequence: employer supervisor, faculty sponsor, division chair or academic dean, and the registrar. Each individual will need to review and approve the “experience request” in order to be registered for the internship course. Career Management will review your request between each approval stage for accuracy and ensure the process flows smoothly. If the internship approval process “halts” at any point you will be notified. It is **YOUR RESPONSIBILITY** to notify the individual about the pending/delayed approval. Once all parties have approved the internship, you will be notified by the registrar that you are now registered in the internship.

If you have any issues at any point in the process, it is recommended that you contact Career Management for assistance: [careers@ju.edu](mailto:careers@ju.edu) | 904-256-7054 | Howard Administration Building, First Floor.

## STUDENT LEARNING OUTCOMES (SLO)

Internships are a great experiential learning opportunity for students to explore potential future careers while applying knowledge and theory learned in the classroom in real practice environments. Students in an internship gain valuable experience while earning elective credit toward completion of their degree. Internship allow students to develop work habits for career success, establish networks/contacts that may lead to full-time employment and build a record of work experience.

Student learning outcomes are designed to assist students with academic objectives during their internship. Below are a few SLO examples in use by the School of Kinesiology and the Linda Berry Stein College of Fine Arts that may assist you and your faculty sponsor in crafting your SLOs for your experiential learning experience during your internship:

1. To apply learned theory in a practical work environment through hands on experiences
2. To further develop professional knowledge, skills, and abilities for the chosen career interest (as defined by appropriate professional organizations such as add examples if appropriate)
3. To provide networking opportunity for professional development and potential employment after graduation
4. To prepare students for employment or graduate education
5. To further help students recognize their own strengths and weaknesses both personally and professionally
6. To facilitate students as they assess personal ambitions in their chosen kinesiological sciences career path
7. The student will perform/create in a real-world production environment
8. The student will exhibit effective time management skills in the performance of their duties
9. The student will demonstrate interpersonal skills in interacting with supervisors
10. The student will demonstrate a high standard of craft and discipline in their accomplishments

## ZERO-CREDIT HOUR INTERNSHIP OPTION

There is an opportunity for you to submit your internship experience for no credits. In this instance, you will have your internship as a zero-credit course on your academic degree audit as a Pass/Fail course. This may be a good option for you if you:

- Have already fulfilled your Experiential Learning (EL) requirement and have no need to use your internship as an elective course
- Are already taking a full-time student schedule (18 hours)
- Have no ability to pay internship course fees (these are required in semesters where you are not already paying tuition: i.e., summer semester)

In order to request a zero-credit hour internship, you will fill out the internship request form as explained on page 5. When asked for course ID/course number, you will still put in the equivalent course information as if you were taking it. You will put “0” for the amount of credits requested.

You will still need a faculty sponsor for your request as you will still earn a Pass/Fail at the end of the internship. We recommend speaking with a faculty sponsor in your area of study and discussing what would be needed to earn a P/F. Career Management recommends the faculty sponsor request an Employer Evaluation to be sent to them at the end of the internship.

## EMPLOYER SUPERVISOR INFORMATION

Below is the step-by-step guide to reviewing and approving academic internship using Handshake. Before completing the online form, students are expected to have been offered and accepted an internship at your organization. In addition to a formal internship offer, the student will meet with their faculty sponsor discuss the internship expectations, establish learning outcomes and determine how they will be graded on the experience.

After the student submits an experience request in Handshake, a series of emails will automatically be sent in the following sequence: employer supervisor, faculty sponsor, division chair or academic dean, and the registrar. Each individual needs to review and approve the “experience request” in order to register the student in the internship course.

As the first “approver”, your process is as follows:

- You will receive an email from [handshake@notifications.joinhandshake.com](mailto:handshake@notifications.joinhandshake.com)
  - The subject line will read “An Experience Needs Your Approval”
  - If you are waiting on a student request but have not seen it in your email please check both your clutter and junk folders
- Click on the link in the email to access the approval form
- Review the student’s information to ensure the experience matches the position at your organization
- Approve or decline and, if desired, enter additional notes to complete your portion of the process

While you are provided five days to respond to the request, it is strongly recommended that you complete the form as soon as possible to prevent delaying student registration and participation in the internship.

Once the employer approval step is complete the next approver (Faculty Sponsor) in the process will automatically receive an email notification from Handshake. If the internship approval process “halts” at any point, it is the STUDENT’S RESPONSIBILITY to contact the corresponding individual about the pending/delayed approval.

Once the experience has been approved by all required parties the student will be notified by the Registrar.

If you have any issues at any point in the process, it is recommended that you contact the Career Management for Assistance: [careers@ju.edu](mailto:careers@ju.edu) | 904-256-7054 | Student Success Center, Howard Administration Building, First Floor.



## Jacksonville University Internship Experience Employer Evaluation

Student's Name: \_\_\_\_\_

Current Semester/Term:    Fall    Spring    Summer    Winter

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please provide, or attach, a brief description of the student's position:

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**Student's Relationship with Others:**

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily with others
- Has some difficulty working with others
- Works very poorly with others

Comments:

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**Judgment/Decision-Making Skills:**

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

Comments:

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**Ability to Learn:**

- Learns very quickly
- Learns readily
- Average learner
- Rather slow learner
- Very slow learner

Comments:

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**Attitude/Application to Work:**

- Outstanding enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Uninterested

Comments:

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ACADEMIC INTERNSHIP REGISTRATION PROCESS  
EMPLOYERS

**Dependability:**

- Completely dependable
- Above average dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

Comments:

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**Initiative:**

- Proceeds with little/no supervision
- Goes ahead independently at times
- Completes all assigned work
- Hesitates
- Requires prompting

Comments:

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**Quality of Work:**

- Excellent
- Very Good
- Average
- Below Average
- Very Poor

Comments:

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**Overall Performance:**

- Outstanding
- Very Good
- Average
- Marginal

Comments:

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\_\_\_\_\_  
**Employer/Supervisor Signature**

\_\_\_\_\_  
**Date**

## FACULTY SPONSOR INFORMATION

Below is the step-by-step guide to reviewing and approving academic internship using Handshake. Your student should contact you prior to submitting the electronic request to understand which course code and number is the best fit, discuss the internship expectations, establish learning outcomes and determine how they will be graded on the experience.

After the student submits an experience request in Handshake, a series of emails will automatically be sent in the following sequence: employer supervisor, faculty sponsor, division chair or academic dean, and the registrar. Each individual needs to review and approve the “experience request” in order to register the student in the internship course.

As the second “approver”, your process is as follows:

- You will receive an email from [handshake@notifications.joinhandshake.com](mailto:handshake@notifications.joinhandshake.com)
  - The subject line will read “An Experience Needs Your Approval”
  - If you are waiting on a student request but have not seen it in your email please check both your clutter and junk folders
- Click on the link in the email to access the approval form
- Review the student’s information to ensure it matches the experience discussed
- Entering evaluation information: (The total percentage should be equal to 100. You can use any combination of evaluation categories, or you can place 100% in one category)
  - Written Report: \_\_\_\_\_%
  - Oral Report: \_\_\_\_\_%
  - Sponsor (Employer) Evaluation: \_\_\_\_\_%
  - Other: \_\_\_\_\_%
  - Total: 100 %
- Learning Outcomes
  - The student is required to enter their learning outcomes. If the information does not match what you have discussed, please select “No” and enter corrections in the open text area. You are able to add corrections and still approve the process.
- Select approve and, if applicable, enter additional notes to complete your portion of the approval

While you are provided five days to respond to the request, it is strongly recommended that you complete the form as soon as possible to prevent delaying student registration and participation in the internship.

Once the faculty approval step is complete the next approver (Division Chair or Dean) in the process will automatically receive an email notification from Handshake. If the internship approval process “halts” at any point, it is the STUDENT’S RESPONSIBILITY to contact the corresponding individual about the pending/delayed approval.

Once the experience has been approved by all required parties the student will be notified by the Registrar.

**Note:** Zero-credit internship courses are also offered for students as a Pass/Fail course option. Please refer to the “Zero-Credit Internship Option” section on page 7 to review how this process differs from a for-credit internship.

If you have any issues at any point in the process, it is recommended that you contact Career Management for Assistance: [careers@ju.edu](mailto:careers@ju.edu) | 904-256-7054 | Student Success Center, Howard Administration Building, First Floor

## INTERNSHIP GRADING CRITERIA (EXAMPLES)

Experiential learning is a great opportunity for students to apply learned knowledge and theory from the classroom to real world employment situations. As the faculty, you are responsible for establishing the course requirements and grading procedures of the internship course. JU CM established grading criteria includes written and/or oral reports, the employer/supervisor evaluation, or another form of evaluation. All grading criteria must result in 100% and you have liberty to decide to use one or a combination of the established grading criteria. As a guideline, below are methods of student evaluation that are often used during an academic internship:

- Paper on a specific topic related to your internship
- Overall, reflective, analytical summary paper
- Learning journal -- a daily or weekly record of your observations, activities, reflections and analyses that are connected to the student learning outcomes
- Portfolio or other examples of projects or work produced on the job
- Periodic "check-in" meetings with faculty sponsor/supervisor
- Participation in a concurrent internship seminar
- Site visit with self, faculty supervisor and work supervisor
- Intern final self-evaluation
- Work supervisor final evaluation
- Oral presentation in class, seminar or colloquial
- Final oral presentation/meeting with faculty supervisor