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Handshake Instructions for Faculty Sponsors

The Internship Learning Contracts will now be completed digitally on a platform called Handshake. The new process will closely follow the current contract. Here's how it will work:

1. Students will secure an internship. While later in the process things will be filled out online, they must talk with a site supervisor and a faculty sponsor to plan what the experience will be like first.

2. The student should meet with you to discuss sections A and B of the contract, shown below. The student will fill out Section A online. Eventually you will fill out Section B online.

While only two goals are required and two objectives per goal. It is highly preferred to fill out as many of the goals and objectives as possible. If you or the student would like assistance thinking of goals or objectives, please contact the Center for Academic and Career Advising at careers@wells.edu.

Section A-Faculty Sponsor and Course Information		
Faculty Sponsor Name:		Faculty Sponsor Email:
Credit Hours:	Total on-site/contact hours:	Course #:
Goals and Objectives		
Goal 1:	1.	
	2.	
	3.	
Goal 2:	1.	
	2.	
	3.	
Goal 3:	1.	
	2.	
	3.	

Section B-Academic Assignments

Examples include: Midterm paper, final paper, daily journal, presentation, project, PowerPoint, lesson plan, reflective paper or presentation. Fill this section out completely.

Assignment 1:	Due Date:
Assignment 2:	Due Date:
Assignment 3:	Due Date:
Assignment 4: Poster Presentation <i>Required by the Center for Academic and Career Advising</i>	TBD in the semester immediately following the experience.

3. Once the student has all the information they need from you and their site supervisor, they can start the process on Handshake. Once they have been approved by the Center Academic and Career Advising, an email is automatically sent to you from Handshake.

4. Click on the “Review Experience Request” button. It will take you to Handshake.

[Caution]: This email originated from outside of Wells College. DO NOT click unexpected links or attachments.

Please review this experience request for Sue Cook

Please click on the "Review Experience Request" button below to view this student's internship information! Once you click the link, you can view the student's information under "Student Survey" before navigating to "my survey" where you must fill out the required fields. Finally, please navigate to "My Response" to either approve or decline the experience. If you have any issues, you can either navigate to "Experience Details" which will have documents with further instructions or reach out to our office at careers@wells.edu.

Experience for Spring 2023

Sue Cook

Real Estate Appraiser Intern at Appraisal Works

[Review Experience Request](#)

Unsubscribe
 Handshake
Handshake (Stryder Corp.)
P.O. Box 40770, San Francisco, CA 94140

5. You may see very little filled out on the first page, do not worry. To ensure that the student filled out their Section A correctly, you can click on “Student Survey” in the bar on the left-hand side. You can also view their position description under “Experience Details.”

Please respond within 7 days
The deadline to approve or decline this experience is Dec 8, 2022 11:59 PM

Job Details
Spring 2023

Experience Details
1 attachment

Student Survey
26 answers

Your Survey
7 Questions

Your Response

Job Details
Appraisal Works

Job Title: Real Estate Appraiser Intern

Department:

Job Type:

Salary:

Acceptance Date:

Duration:

[Next: Experience Details](#)

6. To fill out your portion of the contract, go to “Your Survey.”

Job Details
Spring 2023

Experience Details
1 attachment

Student Survey
26 answers

Your Survey
7 Questions

Your Response

Your Survey

Academic Assignments

Examples include: Midterm paper, final paper, daily journal, presentation, project, PowerPoint, lesson plan, reflective paper or presentation. Fill this section out completely.

Assignment 1

Assignment 1 Due Date

Assignment 2

Assignment 2 Due Date

Assignment 3

Assignment 3 Due Date

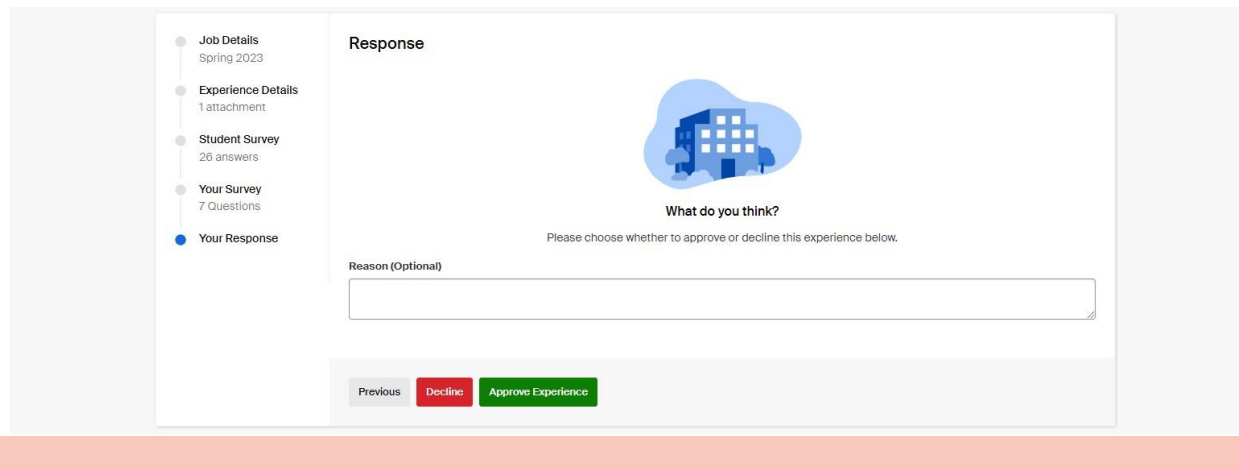
Assignment 4: Poster Presentation Required by the Center for Academic and Career Advising

I understand my student must complete this assignment

[Previous](#) [Next: Your Response](#)

7. Once you have filled out your Survey, you can click the blue “Next Page” button in the bottom left-hand corner or click the “Your Response” button in the side bar.

8. On the “Your response page” you can click the green “Approve Experience” button to sign off on the student’s Experience or click the “Decline” button if there are any issues that must be fixed by the student. Please fill out the box to explain why you have declined. Clicking decline will alert the Center for Academic and Career Advising, as well as the student, so we will know to address it.



9. If approved, an email will be sent to the next approvers in turn: the site supervisor, the Center for Academic and Career Advising, and the Registrar’s office.

Finally, if you wish to save this information, our recommendation is to copy the link from your email and save it along with the student’s name in a spreadsheet. You will have access to all the information the student, you, and the site supervisor filled out.

If you have any questions, feel free to reach out to Academic and Career Services at Wells by emailing careers@wells.edu or calling 315-364-3225.