
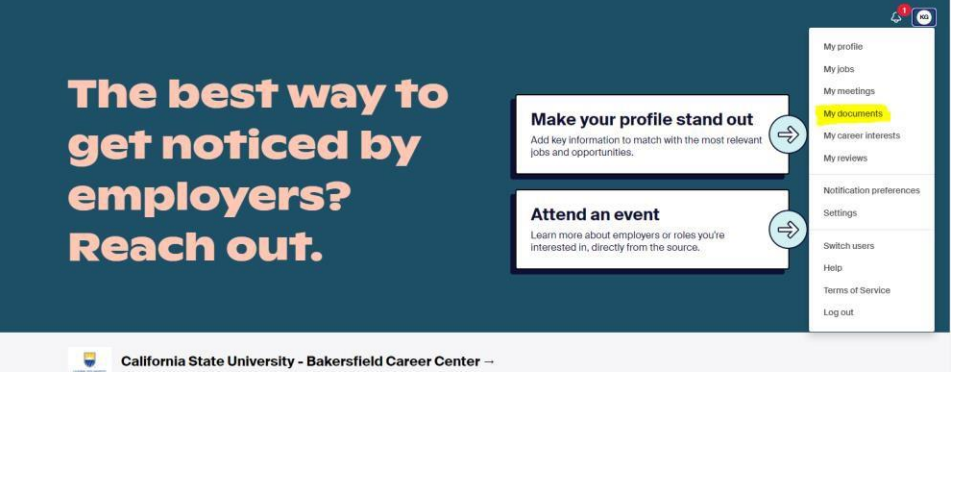
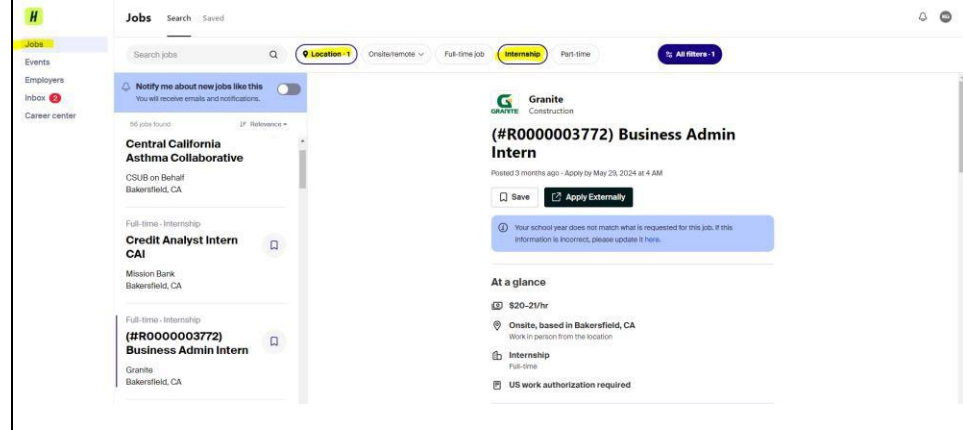
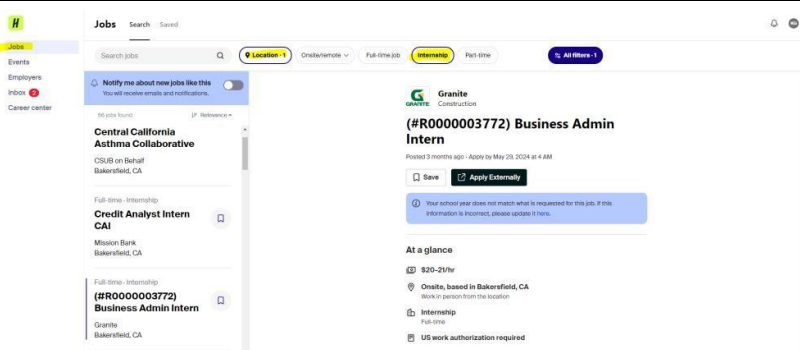
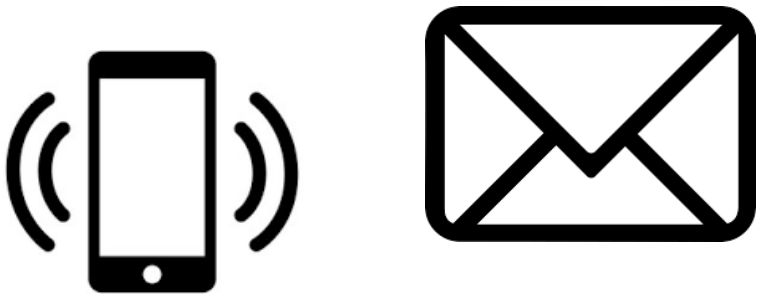





Internship/Applied Experience Orientation

This Orientation is MANDATORY; all CSUB students enrolled in Internship/Applied Experiences courses for Academic Credit MUST complete this orientation and the orientation quiz. **The Orientation Quiz is on page 5.**

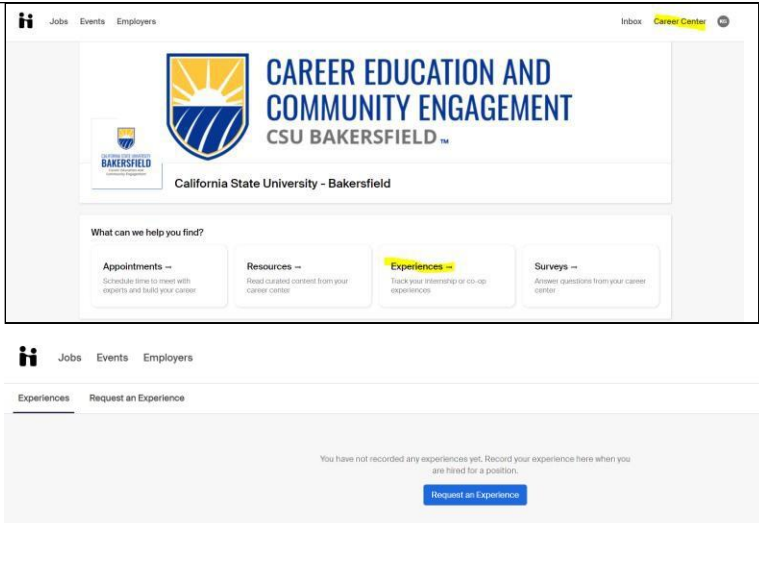
1.	<p>Login into Handshake—https://csub.joinhandshake.com</p> <p>Note: If you already have an internship/applied experience placement selected, skip steps 2-6.</p>	
2.	<p><i>Handshake Home Page</i></p>	
3.	<p>Upload your resume into Handshake</p> <ul style="list-style-type: none"> Click on your Name/Initials tab & select Document in the dropdown Upload your resume <p>CECE requires 5-7 Business Days to review & activate your resume</p>	
4.	<p>Search for Internship/Volunteer Opportunity</p> <ul style="list-style-type: none"> Click on the Job Link (top left of page) select "Internships" Identify location Click on "Search" 	

<p>5. Review relevant internship postings in the list</p> <p>*APPLY to at least 3-5 internship postings</p>	
<p>6. There may be additional internship opportunities with our community partners that are not posted in the jobs section of Handshake.</p> <p>You may view our full list of approved internship sites here:</p> <p>Community Partners List</p> <p>If you don't hear back from the Learning site within a reasonable time, follow up with the learning site/organization directly by phone or email.</p>	
<p>7. Once you have confirmed an internship with an organization, discuss these items with your supervisor:</p> <ul style="list-style-type: none"> • Learning/Service Objectives (What are your internship duties? What do you hope to learn? How is it related to your major?) • Any unusual Risks associated with the placement <p>Once you accept an opportunity, you must stay with that learning site.</p>	

8. You must **Report your Experiences in Handshake** before you begin your internship hours & by the end of the fourth week of the semester at the very latest.

Click the **Career Center** tab on left of screen, scroll down, & click on **“Experiences”**

Click the button that reads **“Submit an Experience”**



9. **Complete all applicable fields, including your site supervisor name and email address, and your learning objectives.**

If you have not identified any unusual risks at your placement site, you may leave this box blank.

Details

* **Experience Type**
Academic Internship Placement (BOTH PAID AND UNPAID)

Site Supervisor
Email Address

General

Internship Questions

* Course Title (Psych 4860, Comm 4860, GST 2840, Soc 4920)

* Total # of hours I agree to devote for the semester

* Number of Course Units

Risks

* **Learning & Service Objectives** (What are your internship duties? What do you hope to learn? How is it related to your major?)

10. **The Release of Liability (WAIVER)** is included in the Experiences Form in Handshake.

You must complete this waiver before you start your internship or volunteer hours.

Remind your Site supervisor that they will be receiving email from cece@csu.edu, related to your experience.

General

Release of Liability Form (Waiver)

I have voluntarily agreed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of The California State University, California State University, Bakersfield and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity. I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence, conditions related to travel, or the condition of the Activity/location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity. I agree to hold the University harmless from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance. I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity. I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms. I have been informed and understand there remains a risk of exposure to COVID-19. I understand that regardless of any precautions taken, an inherent risk of exposure to COVID-19 will exist. I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

* Participant Name: (Your first and last name)

* Date

Go Back

Request Experience

11. Course enrollments is administered through your academic department (major).

The CECE office will email you enrollment instructions

Use the following guidelines to determine how many hours are required in your placement:

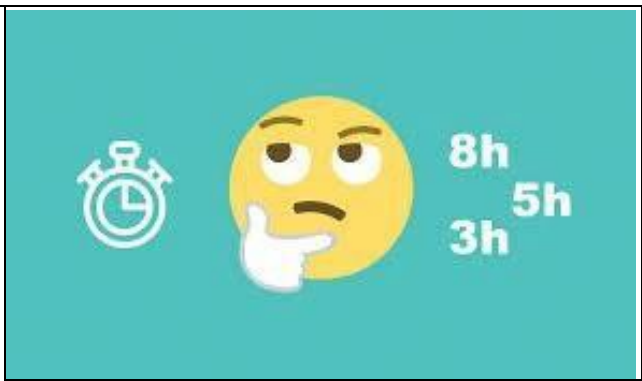
Psychology Majors:

- 3 units = 45 hours/semester

Other Majors:

- 1 unit = 35-45 hours
- 2 units = 46-90 hours
- 3 units = 91-115 hours

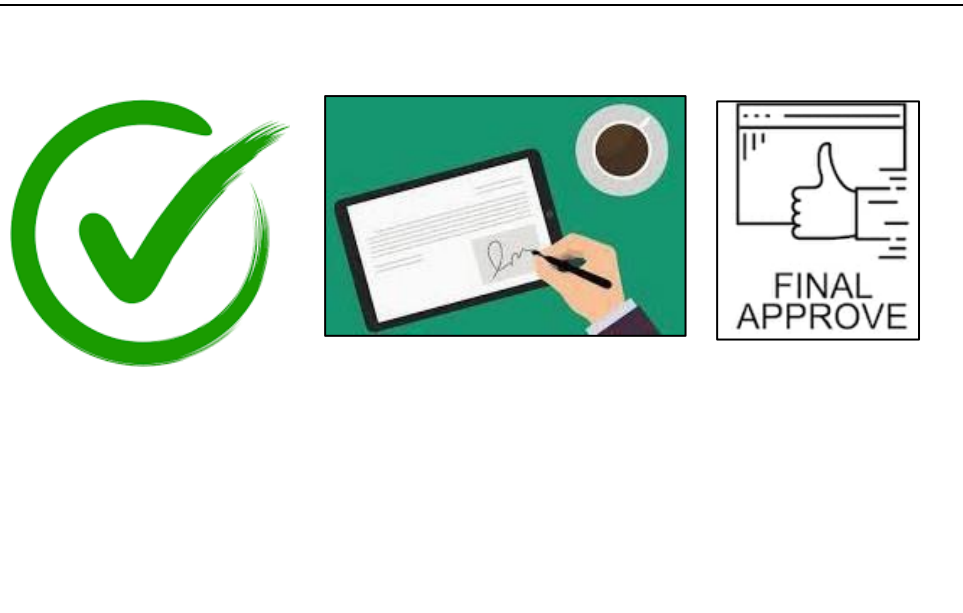
*Check with your academic department for accuracy of hours required.



12. When you have completed the "Experiences" Form, it will be sent to your Course Instructor/Faculty for approval.

Once your course instructor has e- signed the form, it will be sent to your site supervisor for final review.

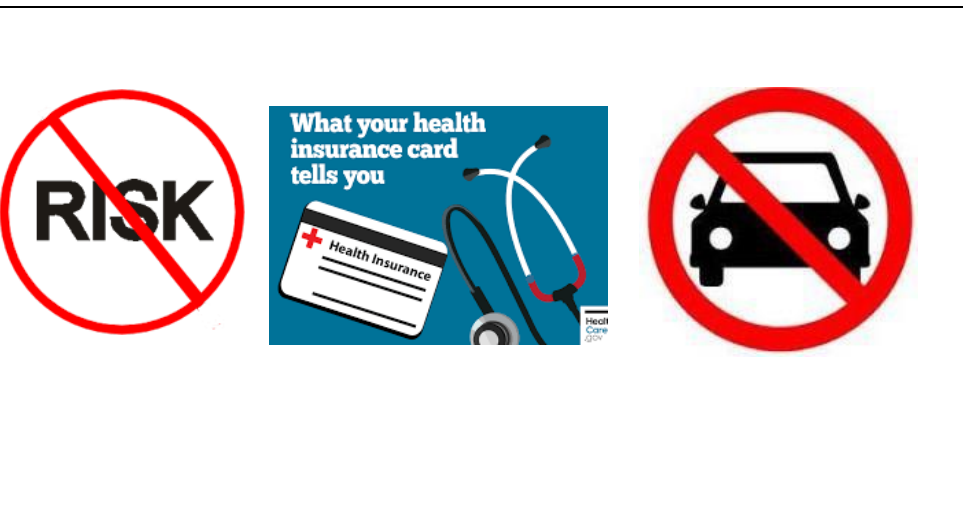
You will receive a syllabus from your course instructor. All assignments are determined & managed by your course instructor.



13. Review the [Guideline and Limitations](#) document for information about avoiding risks.

CSUB recommends that all students have health insurance.

Do not provide any transportation of clients, materials, products, equipment or tools on behalf of the agency/organization.

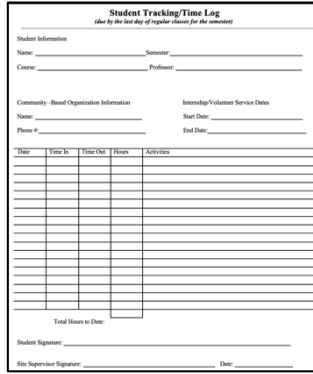


14. The **Time Log**, available in the **Resources Section** of Handshake in the **Academic Internship Orientation/Information folder**, is completed by you & signed by your site supervisor before uploading it onto Handshake by the last day of classes.

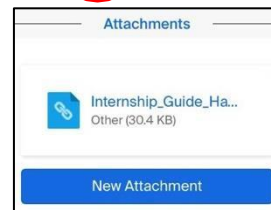
Find your Experience in Handshake,
Click on **View Details**

Select **"New Attachment"** (left side)

All Forms and documents are available
in the Handshake Resources Link.



The form is titled "Student Tracking/Time Log" and includes sections for "Student Information", "Community-Based Organization Information", and "Academic Volunteer Service Dates". It features a table with columns for "Date", "Time In", "Time Out", "Hours", and "Activities". At the bottom, there are lines for "Student Signature" and "Site Supervisor Signature".



15. Complete the online Student Evaluation (sent automatically to you at the end of the semester from the Handshake System).



16. Complete the [Orientation Quiz](#) & answer at least 12 questions correctly.

A CECE staff member will review the quiz results & send you enrollment instructions. Allow 3-5 business days before you expect a response.



17. Video tutorial on how to report your Experience:

Click [Here](#)



18. See **Frequently Asked Questions** on the page below.



Frequently Asked Questions (FAQ)

-I already have an internship, do I still need to apply for internships on Handshake?

No, you do not. Report your current internship in the Experiences section in Handshake.

-I have a job. Can I use it as my Experience?

In some cases, you can. Check with your faculty/course instructor to see if your current place of employment counts as an academic internship through your major.

-Why do I need a Short Term Agreement?

You will be asked to complete a Short Term Agreement if the organization where you are completing your hours does not have a current internship contract with the university (CSUB). Once you have all signatures on the form, please email back to cece@csub.edu. Please see our [Community Partner List](#) for organizations that have a current contract with the campus.

-If I haven't heard back from the placement, what do I do? I really need an internship to graduate this semester.

It is your responsibility to follow up with the organization directly to secure an internship. You may need to call the organization office, email or go in person to inquire about your application. See our [Community Partner List](#) for contact information.

-I reported my experience on Handshake but my supervisor changed. How can I update my supervisor information?

Email cece@csub.edu with the change in supervisor as soon as possible. This will help with the approval process at the beginning of the semester and the evaluation process at the end of the semester.

-My supervisor has not received the link to approve my internship. What should I do?

Email cece@csub.edu to let us know that your supervisor has not received the link. Additionally, tell your supervisor to check their spam or junk folders in their email inbox as the approval link will be coming from Handshake, not a CSUB email address.

QUESTIONS?

Center for Career Education & Community Engagement

661-654-3033

cece@csub.edu

www.csub.edu/cece

Handshake: csub.joinhandshake.com