

How to Document Your Internship on CSUDH Handshake

1. Go to MyCSUDH (<https://my.csudh.edu/>) and log in using your credentials.
2. Select **CSUDH Handshake** in the left-hand menu under **Career Center**.
3. Log in to CSUDH Handshake using your same credentials.
4. Select **Experiences** under **Career Center** in the top banner menu.
5. Select the **Request an Experience** tab at the top right of the page.
6. Fill out all fields in the form, and see the instructions below on *How to Write Internship Learning Objectives*.
7. Click the green **Request Experience** button on the bottom of the page, and the page will refresh to your submitted Experience.
8. Click the blue **New Attachment** button on the left side of the Experience page to attach your Company Letter. See the instructions below on *How to Request a Company Letter*.

How to Write Internship Learning Objectives

What is an internship learning objective?

An internship learning objective is a specific statement of the knowledge or skills that you will accomplish upon completing your internship.

What makes a good internship learning objective?

A good internship learning objective addresses the following 3 questions:

- 1) What do you hope to learn from this internship experience?
- 2) What resources are needed for you to accomplish this goal?
- 3) What evidence will there be that you accomplished this goal?

Example Internship Learning Objectives:

Learning Objective 1:

- 1) Through this internship, I would like to learn and apply comparative market research analysis using data from similar companies.
- 2) To accomplish this objective, I will need to observe how the marketing staff research and analyze the target audience, existing consumer data, the current market economy, and promotional strategies.
- 3) To measure my success, I will develop and present a comprehensive marketing plan to my supervisor and company staff, and incorporate their feedback.

Learning Objective 2:

- 1) Through this internship, I would like to learn and apply effective sales techniques to grow the company's existing client base, and increase monthly sales for our area.
- 2) To accomplish this objective, I will need to learn how to actively listen to analyze clients' needs, develop solutions that match their needs, and effectively present and persuade clients to close the sales by observing and shadowing sales staff in the division.

- 3) To measure my success, I will conduct cold calls and in-person sales meetings under the supervision of my site supervisor. They will provide me with feedback for improvement client relations and increasing the number of successful sales.

Learning Objective 3:

- 1) Through this internship, I would like to learn effective management skills, and how to prepare to operate in a supervisory role in the company.
- 2) To accomplish this objective, I will need to observe, shadow, and conduct informational interviews with the office manager. He/she will demonstrate how to analyze and understand all functions of the office, delegate responsibilities according to the staff's strengths, and provide constructive feedback for continual growth and improvement.
- 3) To measure my success, I will practice my management skills by leading a team of interns to accomplish a project assigned by the supervisor. We will present the completed project to the supervisor and staff for feedback.

How to Request a Company Letter

1. After you are accepted into the internship program from the organization or company you will need to ask your supervisor to create a company letter to attach in Handshake.
2. The letter must be on company letterhead and include the following:
 - Internship Duties (related to your field of study and cannot be clerical or just filing)
 - Start and End Dates (should be the semester beginning and ending dates)
 - Total Internship Hours (minimum of 120 hours per semester)
 - Weekly Hours
 - Supervisor's signature and title at the bottom of the letter
3. Once you are ready to attach the letter, please name the file by the organization's name with "Company Letter" in the title.