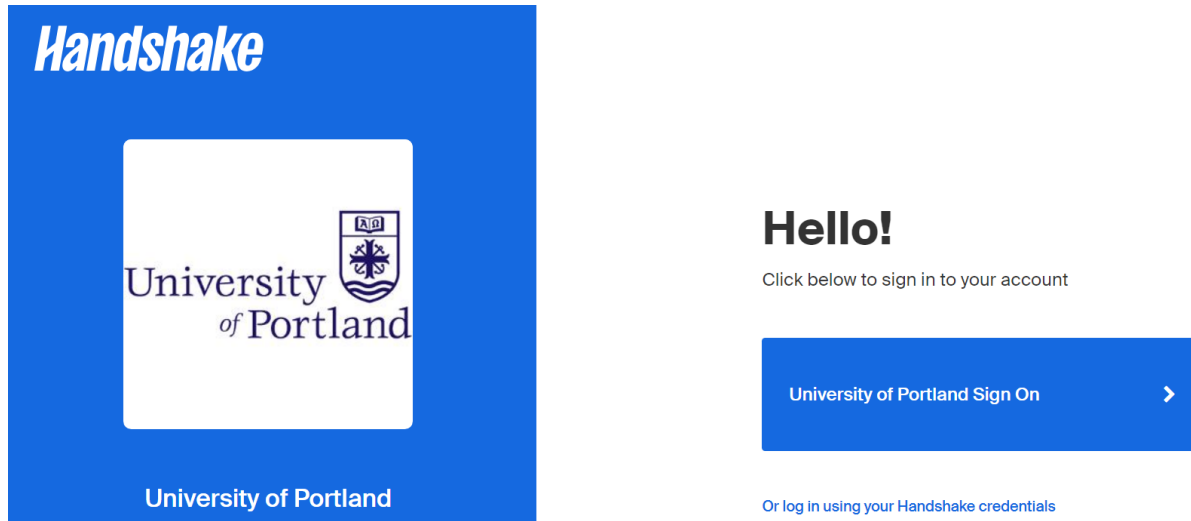


## How to Submit a Learning Agreement

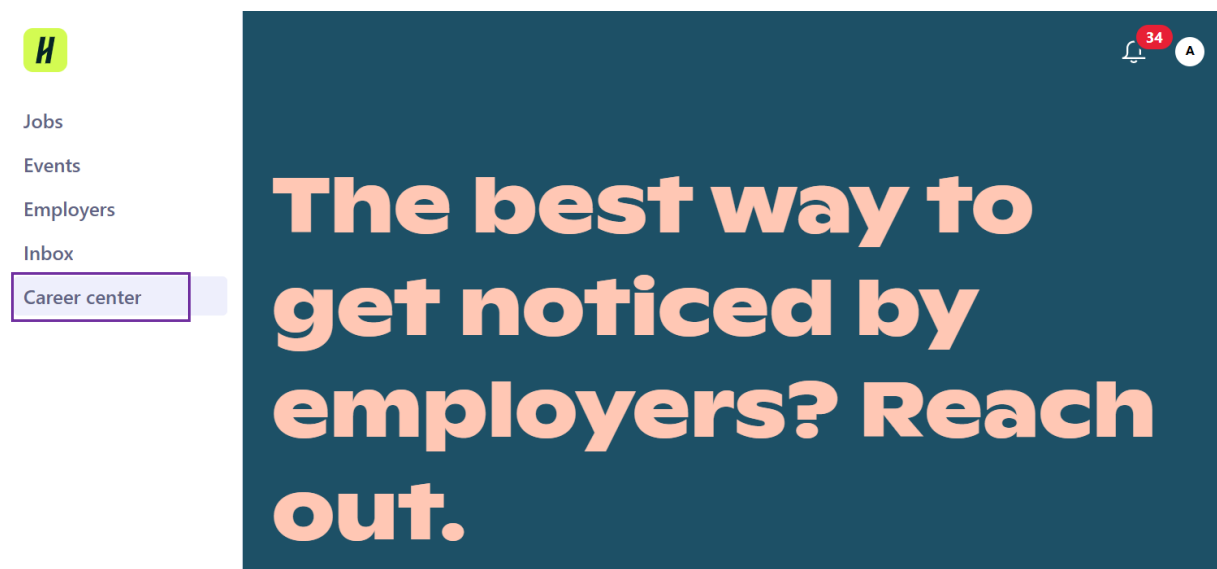
All students participating in an internship for academic credit at the University of Portland must complete an Internship Learning Agreement. You will complete this through your Handshake account via the “Submit an Experience” form. Below is a step-by-step guide for how to find and submit the form.

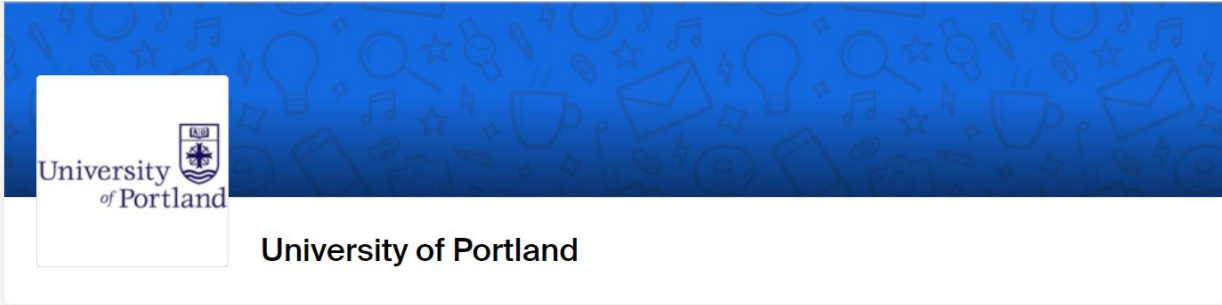
1. **Log into Handshake** here: <https://up.joinhandshake.com/>



- All University of Portland students have a Handshake account and can log in with Single Sign On. If you have not accessed your account before, you will need to activate your profile first.

2. Click on **'Career Center'** > then > **'Experiences'** > then > **'Submit an Experience'**

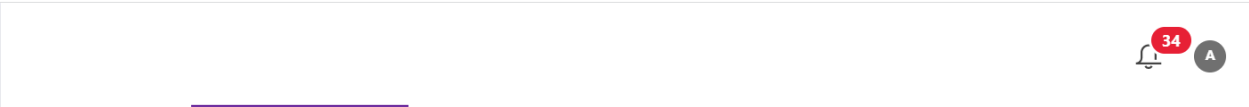




**Appointments →**  
 Schedule time to meet with experts and build your career

**Experiences →**  
 Track your internship or co-op experiences

**Surveys →**  
 Answer questions from your career center



ORGANIZATION Test	EXPERIENCE TITLE Intern	Pending
SUPERVISOR / HR CONTACT Not Specified	EXPERIENCE TYPE	
<a href="#">View Details</a>		

3. Fill out the **Required Sections:**

### Details

**\* Experience template**

College of Arts & Sciences -- Internship Learning Agreement x ▾

**\* Term**

Fall 2024 x ▾

- **Experience template:** Choose the appropriate template – **PLEASE READ CLOSELY**, if you choose the wrong one you'll need to do it again.
- **Term:** If your internship overlaps terms, select the one during which most of your experience will be completed.

## Organization

**\* Organization**

Bob's Red Mill Natural Foods, Inc. x ▾

Organizations may be an employer, institution, or program.

**\* Location**

13521 Southeast Pheasant Court, Milwaukie, Oregon 97222, United States of America

**Industry**

CPG - Consumer Packaged Goods x ▾

- **Organization:** If you do not see your employer in the drop-down, you will need to type the name in.
- **Location:** We want to know where the organization is located, even if you are interning remotely.

## Experience

**\* Experience**

Marketing Intern x ▾

If you do not see your job please type your own

**\* Date**

2024-09-01



2024-12-18



**Add experience to profile?**

- **Experience:** Type in your title (if you do not have a title, use this field to indicate your role)
- **Date:** Type in your start and end date for the internship. If you do not know, confirm this with your site supervisor.
  - Tip the date is formatted YEAR-MONTH-DAY – click on the calendar icon if you're getting confused and you'll be able to select the date on a calendar widget.

## Reviewer contact information

Faculty Supervisor (who is giving you credit for this internship)

\* Email Address

Internship Site Supervisor

\* Email Address

- **Faculty Supervisor:** This is your instructor for the course and the person who signs off on your academic credit
- **Internship Site Supervisor:** This is the person who will be supervising you at your internship, and it is important we can reach them to approve your internship and for the final evaluation (both required for credit).

## Experience Details

Experience Type, Learning Goals, & Job Description

\* Is this internship paid or unpaid?

- Paid  
 Unpaid

\* How will you be completing this internship?

- Remotely  
 In Person  
 Hybrid

- **Pay and Working Type:** Select if the internship is paid or unpaid and if you will be in person, remote, or hybrid.

\* Learning Goals: List four learning goals to be completed during the internship in the box below. Please number these goals appropriately and include any specific action plans, measurement assessment, or time-frame deadlines to better help you in completing these objectives.

1. I will understand the complete development and testing process for an iOS application by writing high quality source code for the beta release of the HealthNET Application at the end of July.

2. I will meet with and shadow managers in different departments of marketing and product development to see which area interests me more.

3. I will write and distribute a press release by drafting and submitting one for the upcoming product launch pop-up party happening in October.

4. I will improve my public speaking and presentation skills by delivering a cumulative presentation on my research and findings to key stakeholders at various levels of the company as well as weekly updates to my team for the entirety of the project.

- Learning Goals: Please list four learning goals to be completed during the internship. See the document Internship Learning Goals: What They Are and Why They Matter for more guidance. \*NOTE: You will need these learning goals when you complete your internship evaluation at the end of your internship. Please reflect on these throughout your internship experience and communicate them to your supervisors.

\* Internship Job Description: Copy and paste the internship job description, including requirements, qualifications and pertinent details in the box below.

Next Page

- Job Description: If you have NOT been given a job description, work with your supervisor to come up with a 1-2 sentence position summary and 4-6 tasks at minimum; then enter that information here.

4. Click 'Next Page' > be sure to carefully read the terms > click 'Submit an Experience'

## Title IX, For Credit Disclosure, Student Agreement

\* I am aware that Title IX of the Educational Amendments of 1972 states that students have the right to an education free from sex or gender related discrimination, harassment, or violence. Title IX protects students from sex or gender related discrimination, harassment, or violence that occurs in educational programs or activities. Since an internship is considered an educational activity, I understand that my Title IX rights apply to this internship. Concerns related sex or gender related discrimination, harassment, or violence at my internship or other education program or activity can be reported to the University of Portland Title IX Coordinator in person, by mail, by telephone, by electronic mail, or by electronic portal. Contact information for the Title IX Coordinator, the ability to submit a report, and information about resources are available at [www.up.edu/titleix](http://www.up.edu/titleix). Any concerns related to my internship can also be shared with my faculty supervisor, internship coordinator, or internship site supervisor.

I understand

\* It is the responsibility of the student to ensure all forms are completed in order to successfully complete an internship for credit. I understand I will need to fill out a variable credit form and have it signed by my Faculty Supervisor, if I am not already enrolled in an internship course. I understand I will be paying tuition for academic credit associated with this experience. I understand that I will need to fill out a final evaluation for my internship experience. This Internship Learning Agreement may be terminated by the mutual agreement of the student intern, site supervisor/employer, and/or faculty supervisor. Please contact the Internship & Experiential Learning Coordinator in the Career Center at 503.943.7201 or [internship@up.edu](mailto:internship@up.edu) if there are any questions or concerns.

I understand

\* I agree to all components of this University of Portland Internship Learning Agreement, and agree to carry out the objectives, strategies and methods of the agreement promptly and to the best of my ability.

I agree

[Go Back](#)

\* Indicates required field

[Submit an experience](#)

## Now What?

Once the Internship and Experiential Learning Coordinator approves this form, it will send an automatic email to your faculty supervisor. When your faculty supervisor approves of your internship, another email will be sent to your site supervisor for them to review and approve your experience. **Please tell your site supervisor** to be expecting an email coming directly from Handshake, with the subject line, "An Experience Needs Your Approval." You can log into Handshake at any time to track the progress of your internship.

Still have questions? Don't hesitate to reach out for support:

**AJ Van Valkenburg, (she/they)**  
**University of Portland Career Education Center**  
Internship & Experiential Learning Coordinator  
503 943-8445 | [vanvalka@up.edu](mailto:vanvalka@up.edu) | Franz Hall 110

