

REPORTING YOUR INTERNSHIP IN HANDSHAKE

Before you report your internship in Handshake, make sure you have the appropriate information to report. *These items will include*:

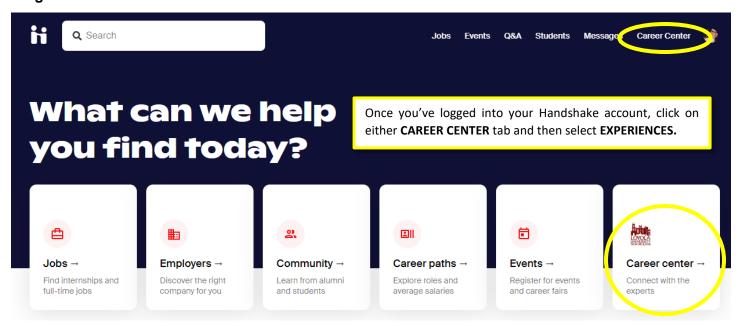
- Name, location, website of the employer/organization
- Name, title, email address, and phone number of your internship supervisor
- Internship start and end date (a close approximate date is acceptable)
- Internship hours per week and wage per hour (if applicable)

You will also need an official job description letter from your internship supervisor. This is essentially your contract between the host organization and you.

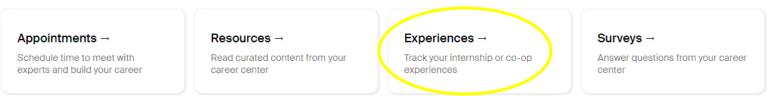
The letter will need to include the following:

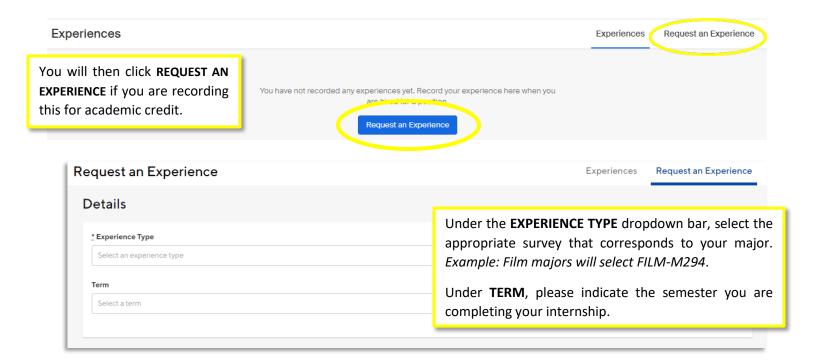
- · Official organization letterhead
- Detailed list of your duties, tasks, and responsibilities as an intern
- Indication of the 120 hours required to fulfill your for-credit internship
- Supervisor contact information and signature
 - **Please note that reported internships without this letter will not be approved

Getting Started:

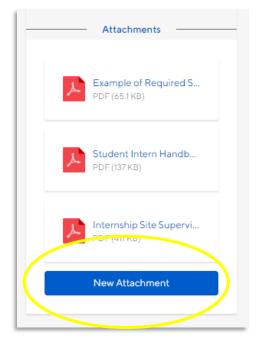


What can we help you find?





Proceed with filling out the rest of the information fields in Handshake, please be as detailed as possible. Once you've reached the end of the survey, make sure you have your **REQUIRED** internship description letter ready to attach on the NEXT PAGE. *Please note that internships will not be reviewed or approved without this document.* Lastly, you will e-sign your full name which indicates you agree to the terms & conditions of being a student intern. This handbook can be found on the next page in the **ATTACHMENTS** section or on the Career Center website. Once you've entered the appropriate information, click the green **REQUEST EXPERIENCE** button.

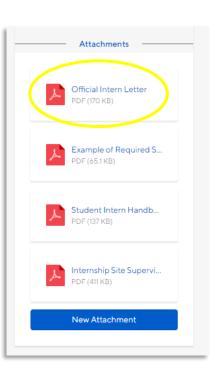


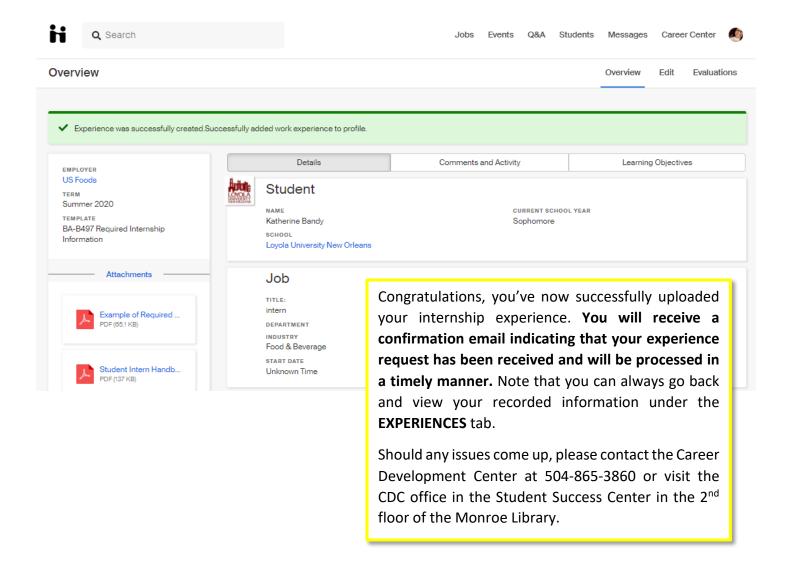
To upload your official internship letter, click the **NEW ATTACHMENT** button on the left side of the overview page. Here, you will be able to upload your document from your computer and then click the **CREATE ATTACHMENT** button.

You will then be able to see it under

You will then be able to see it under the **ATTACHMENTS** section.

Reminder: internship experiences reported without this document will not be approved.





IMPORTANT DEADLINES:

You should report their internship on Handshake AS SOON AS YOU RECEIVE AN OFFER! In order to receive academic credit for your internship, you MUST report your internship on Handshake by the deadlines outlined below. Academic credit will not be granted for internships reported after these deadlines!

- Fall Internships must be reported no later than October 1
- Spring Internships must be reported no later than March 1
- Summer Internships must be reported no later than July 1

WHAT HAPPENS NEXT?

- Your Career Coach will receive a notification that you have reported your internship and initiate the approval process.
- Both your internship supervisor and internship course instructor will receive an email asking them to review the information you have submitted and provide approval.
- Toward the end of the semester (or near the internship end date you provided on your internship report), your internship supervisor will receive an email containing a link to your internship evaluation.
- Once the evaluation has been completed, it is returned to your internship course instructor and a
 grade will be issued after all class assignments have been completed.