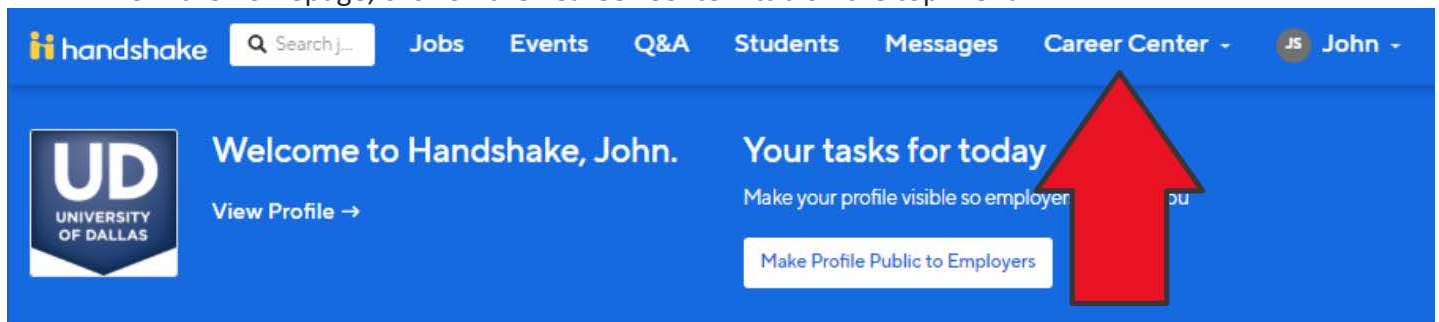
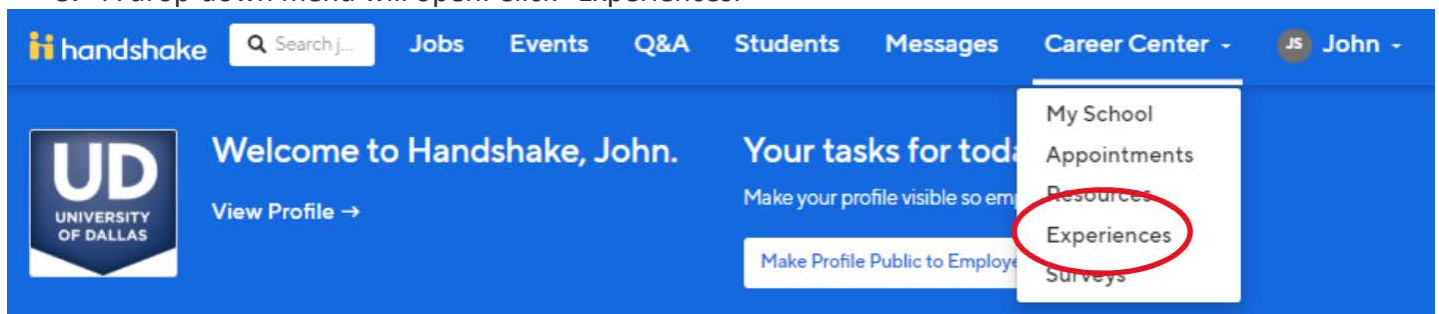


How to Apply for the For-Credit Internship Course on Handshake

1. Log on to [Handshake](#) using your UD network credentials. If you have not activated your account yet, do so now! For more information, please reference this [page](#).
2. From the homepage, click on the “Career Center” tab on the top menu.



3. A drop-down menu will open. Click “Experiences.”



4. On the next page, click “Request an Experience.”

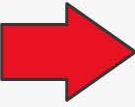


5. For the “Experience Type”:
 - a. Choose General Studies & Business if you are requesting GST or BUS internship credit.
 - b. Choose “Major-specific” if you are requesting major-specific internship credit. The chair of the department will need to approve your experience.
6. Next, select the current term that you are requesting credit.
7. Fill in all the fields. Mandatory fields include:
 - a. Employer name and location (address)
 - b. Employer email address* (email address of your direct supervisor)
 - c. Job (job title)
 - d. Start and end dates of the internship
 - e. For major-specific internship, the department chair’s email will be required.*

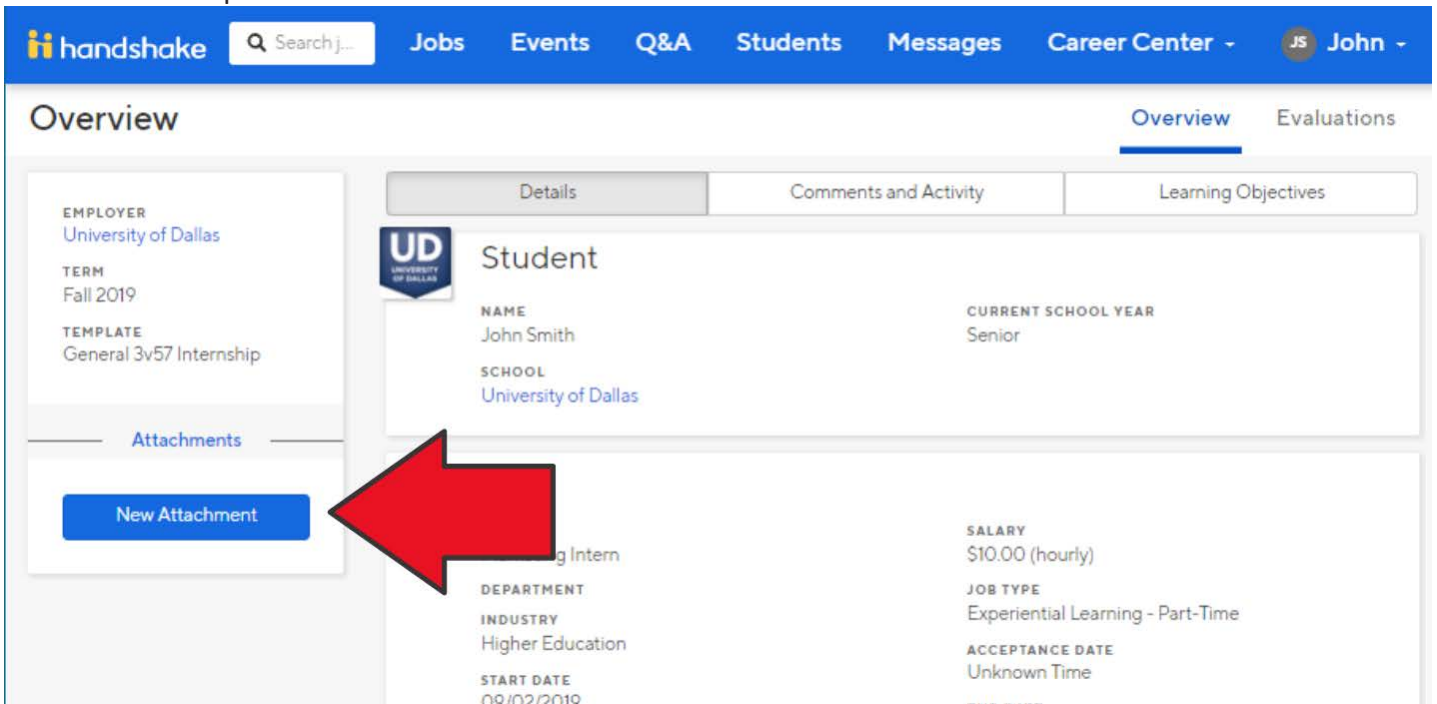
*Please ensure that email addresses are correct as supervisors and instructors will need to approve your internship request via email. Handshake will send the approval request emails based on this information.

8. Complete the Syllabus Agreement. Check [here](#) for an updated syllabus. When finished, click on “Request Experience” at the bottom of the page.

I, the student, understand the internship for which I am registered is temporary with a set period of employment. I understand that while on this job, I will remain registered in 3V57 at the University of Dallas and am subject to all course requirements and policies associated with the university.. (Sign name below)

 [Request Experience](#)

9. On the next page, click on the blue button that says “New Attachment” to upload your job description. This is required.



The screenshot shows the Handshake interface for a student. The top navigation bar includes 'handshake', a search bar, and links for 'Jobs', 'Events', 'Q&A', 'Students', 'Messages', 'Career Center', and a user profile for 'John'. The main content area is titled 'Overview' and has tabs for 'Overview' and 'Evaluations'. Below this are sub-tabs for 'Details', 'Comments and Activity', and 'Learning Objectives'. The 'Details' tab is active, showing student information: 'Student', 'NAME: John Smith', 'CURRENT SCHOOL YEAR: Senior', 'SCHOOL: University of Dallas', 'DEPARTMENT: [partially obscured]', 'INDUSTRY: Higher Education', 'START DATE: 09/02/2019', 'SALARY: \$10.00 (hourly)', 'JOB TYPE: Experiential Learning - Part-Time', and 'ACCEPTANCE DATE: Unknown Time'. On the left side, under the 'Attachments' section, there is a blue button labeled 'New Attachment' which is highlighted with a red arrow.

10. In the “Name” text area, name your document “Job Description.” Upload the document by clicking “Choose File.” Then click “Create Attachment.”

handshake Search jobs,...

Jobs Events Q&A Students Messages Career Center - JS John -

Name
This is the public name of the document

Document No file chosen
Approvers of the experience will be able to view and download this attachment.

11. After creating the attachment, click on "Career Center," then "Experiences." You should now see your application. Click on "View Details."

UNIVERSITY OF DALLAS

EMPLOYER
University of Dallas

SUPERVISOR / HR CONTACT
Not Specified

Being Approved

12. Click on the "Learning Objectives" tab at the top right. Notice that your job description is now on the left-hand side of the screen under "Attachments."

handshake Search jobs,...

Jobs Events Q&A Students Messages Career Center - JS John -

Overview Overview Evaluations

EMPLOYER
University of Dallas

TERM
Fall 2019

TEMPLATE
General 3v57 Internship

Attachments

Job Descripti...
PDF (109 KB)

Learning Objectives

Learning objectives may be edited until the school, employer and student have all approved them. At that point they will be locked in place. They will still be able to be marked as complete after they have been locked. If you need to make changes after these have been locked down, please contact your career center

13. Type a learning objective you plan to achieve during your internship. Then click "Save."

TERM
Fall 2019

TEMPLATE
General Studies & Business
3v57 Internship

Attachments

 Job Description
PDF (109 KB)

Learning Objectives

Learn marketing software (salesforce, adobe and etc). Measured by level of use and others.

Complete 15 sales call a day. Measured by completion rate of calls.

Learn and implement a social media marketing plan. Measured by the increase of

Cancel

Save

+ Add a Learning Objective

14. Add at least 3 learning objectives, using the same steps as 11–12 above. (Learning objectives should contain measurable outcomes or goals).

15. Once you have added all learning objectives, click on the green “Approve” button under the “Student” column in the “Learning Objective Approvals” box.

Attachments

 Job Descripti...
PDF (109 KB)

New Attachment

Learn and implement a social media marketing plan. Measured by increase of followers.

Complete 15 sales call a day. Measured by completion rate of calls.

Learn marketing software (salesforce, adobe and etc). Measured by level of use alone and ability to train others.

+ Add a Learning Objective

Learning objectives may be edited until the school, employer and student have all approved them. At that point they will be locked in place. They will still be able to be marked as complete after they have been locked. If you need to make changes after these have been locked down, please contact your career center

Learning Objective Approvals

Employer
Pending

Student
Pending

School
Pending

Approve

16. After clicking “Approve,” the status should change from “Pending” in orange font to “Approved” in green font.

Learning Objective Approvals

Employer
Pending

Student
Approved

School
Pending

17. You’re done! Wait for the approval process to go through the OPCD, the department chair (if applicable) and your internship supervisor. You can check the status of your application at any time in Handshake.

18. After receiving all approvals, you will receive an email notification from the Christina Nguyen, Senior Career Services Advisor with your internship registration and an updated syllabus.

Questions? Check out our Internship Registration FAQ [here](#).

Other questions? Email Christina Nguyen, Senior Career Services Advisor at mnguyen1@udallas.edu.