

INSTRUCTIONS FOR STUDENTS: FINDING AND REQUESTING APPROVAL FOR INTERNSHIPS



Handshake is a career development platform where you can:

- Search for jobs and internships
- Request approval to register for an internship
- Browse career resources and events tailored to your interests

IF YOU ARE A CURRENT STUDENT AND REGISTERED IN COURSES AN ACCOUNT HAS ALREADY BEEN CREATED FOR YOU.

If you are an incoming student, and have not yet registered for courses do NOT create a new account. Your account will be created after you register for courses.

Accessing your student account in Handshake:

1. Go to: <http://www.tacoma.uw.edu/career> to login using your Net ID and password.
2. Complete your profile to personalize your account.
3. Visit <https://support.joinhandshake.com> if you need further instructions.

To apply for an internship Experience and complete the SIAS Internship Learning Agreement through Handshake:

Finding an internship:

1. **On Handshake:** Once you are inside the Handshake homepage, click the **Jobs** link at the top of your home page. Once in Jobs you can filter for internships that match your interests and your major/minor.
2. Look on the **SIAS internship web page under the Opened Internships** section. Other suggestions for how to find an internship are found in the Finding an Internship section of this web page.

Once you have been accepted into your internship you will complete the learning agreement on Handshake (even if you did not find your internship through Handshake).

Instructions for completing the SIAS Internship Learning Agreement to request approval to register for an internship:

1. Sign into your Handshake student account.
2. Go to **Experiences** under the **Career Center** tab
3. Click the **Request an Experience** tab and select the **SIAS Internship Learning Agreement**
4. Enter your **Employer** information
5. In the **Job** section list the name of your internship title
6. If you are receiving a paid internship or stipend, please complete the **Salary** section as well. If this is a nonpaid internship please enter zero.
7. Complete the **SIAS Internship Learning Agreement** questions in the **General** section. **VERY IMPORTANT: Please make certain you enter the correct email addresses for your faculty and site supervisors. An incorrect email address will delay the approval of your internship.**
8. After consulting with your faculty and site supervisors add your learning objectives.
9. Submit your **Experience**.
10. You will receive an email from Handshake with a link for you to approve the internship. Clicking this link is your electronic signature; the approval process does not move forward to your site supervisor and faculty supervisor until you have done this, so do it as soon as you receive the email.

TO REGISTER FOR THE INTERNSHIP:

You will be notified via your UW email when your internship Experience is approved. If you do not receive an email, please check-in with your faculty supervisor and your site supervisor to make sure they have received their emails to approve the internship.

Your **entry code to register** for the academic credits earned for the internship will be emailed to you once all approvals have been received. You register for the internship credits through your academic student account just as you would for any academic course.

INTERNSHIP EVALUATION FORMS:

At mid-term and at the end of the term evaluation forms will be emailed to you and to your site supervisor via Handshake. Please complete the forms according to the directions and remind your site supervisor they will be receiving the emails.

If you have any additional questions about this process contact the SIAS Internship Program Manager, Julie Miller; jmmiller@uw.edu