INTRUCTIONS FOR FACULTY:

APPROVING INTERNSHIPS IN

Handshake is the career development platform that has replaced Husky Jobs where students are now directed to find internships/jobs on all three UW campuses.

IN ORDER TO APPROVE AN INTERNSHIP FOR A STUDENT AS A FACULTY SUPERVISOR YOU DO NOT HAVE TO HAVE A HANDSHAKE ACCOUNT:

To approve an internship learning agreement through Handshake:

1. After you have spoken with the student and have agreed to be their faculty supervisor, and have agreed upon the learning outcomes, you will get an email notification from Handshake and the SIAS internship program manager when the student has submitted the internship learning agreement through their student Handshake account.
2. Click on the link provided in the email notification to review their submission.
3. Review and approve the submission. The approval submission serves as an electronic signature.
4. The internship program manager will receive an email notification after the student, the faculty supervisor, and the site supervisor have approved the internship. The student will then be issued an entry code to register for the academic credits earned through the internship.

If you do want to create an account:

While there is not a specific faculty account type, faculty members do have the option of two account types. The account type recommended by Handshake is to create a student account. You would be able to see exactly what a student sees when they use Handshake, and you would be able to find internships/jobs that are relevant to your students. The other account option is an employer account. This would be helpful if you would be serving as the site supervisor, rather than the faculty supervisor, and wanted to post your internship through Handshake. You would be able to manage your profile and screen student applicants. Site supervisors do not have to have an account to approve an internship. The approval procedure is the same for site supervisors as it is for faculty supervisors.

IF YOU WOULD LIKE TO POST AN INTERNSHIP AS A SITE SUPERVISOR PLEASE SEE THE HANDSHAKE INSTRUCTION SHEET FOR SITE SUPERVISORS.

If you will be the site supervisor, please remember the faculty supervisor and the site supervisor cannot be the same person.