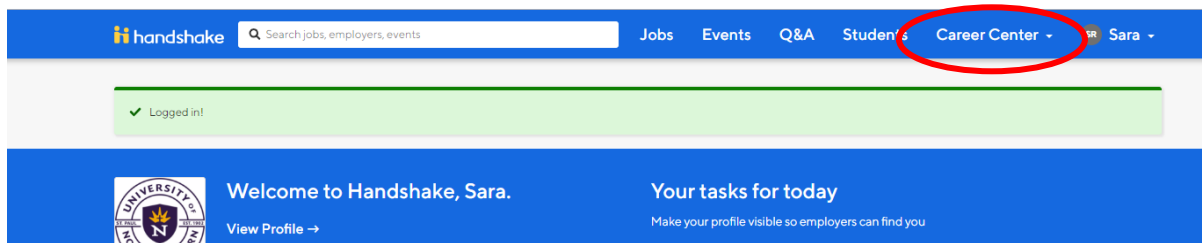


Registering your internship in Handshake

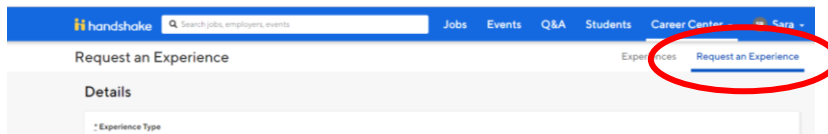
1. *Secure the internship*

Secure the internship from the employer. (See “Searching for internships in Handshake”)

2. *Apply for internship in Handshake. Log into Handshake through theRock.*



3. *Select “Career Center,” then “Experiences,” then “Request an Experience”.*



4. *Complete form*

Review the form and gather all the information before you begin. You cannot save a partial version, so be sure to answer all the questions. Hit “Request Experience” button to complete.

5. *Approval process*

Your form will be reviewed and approved by Career & Leadership Development, your faculty internship advisor, and the Registrar’s office. If you get questions or requests for clarification during the approval process, please respond quickly to keep the process moving. Once the application is approved by all three parties, you will receive an email from the Registrar’s Office, indicating you’ve been registered.