

HOW TO: ACADEMIC CREDIT INTERNSHIP CONTRACTS



The handy guide for UMW Students!

01 FIRST STEPS

umw.joinhandshake.com/experiences

Login to your Handshake account using your UMW single sign-on. Then, navigate to Career Center and click on “Experiences.”



APPLY FOR EXPERIENCE

02

Once you're on the “Experiences” tab, click the “Submit an Experience” button. Then, select “Academic Credit Internship” from the drop-down menu.

03 QUESTION TIME

Handshake will prompt you to answer a few questions about your internship. Be sure to select the academic term for your internship, specify the organization, and answer the “Experience” questions.

FILL OUT THE REST

04

Last Step! You'll enter the email addresses and names of your “Reviewers.” This will be your team of support throughout your internship. Specify who your Internship Site Supervisor, Faculty Sponsor, and Department Chair will be.

05 FINISHED

After completing the “Reviewers” section, click the “Submit an Experience” button.

If you have any questions, please contact Dr. Antoinette Jenkins (ajenkin5@umw.edu).

