

# HOW TO: ZERO-CREDIT INTERNSHIP CONTRACTS



The handy guide for UMW Students!

## 01 FIRST STEPS

[umw.joinhandshake.com/experiences](https://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 “Zero-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

You'll enter the email address and name of your “Internship Site Supervisor.” The rest of your “Reviewers” will be prefilled. They will be your team of support throughout your internship.

## 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](mailto:ajenkin5@umw.edu)).

