

HOW TO: TRACKING INTERNSHIP CONTRACTS AND EVALUATIONS

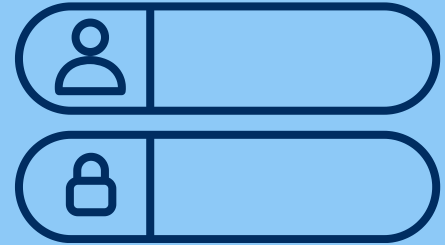


The handy guide for UMW Faculty Sponsors!

01 FIRST STEPS

umw.joinhandshake.com/experiences

Login to [Handshake](#) with your UMW single sign-on credentials.



FILTER RECORDS 02

Expand the “Assigned To” section of the “Filters” menu on the left, type your name in the search field, then click your name to apply the filter. This will allow you to access internship records for all students assigned to you.

03 ALMOST THERE

Click the categories in the navigation menu along the top to monitor how internship contracts and evaluations are progressing for your students.



FINISHED 04



You can now track student internship contracts and evaluations!

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