HOW TO

REGISTER FOR YOUR INTERNSHIP

^(I) 20 minutes

You'll need:

- ✓ Email address of the professor you met with as your sponsoring faculty member.
- ✓ Number of credits you're registering for that you agreed on with your sponsoring faculty member.
- ✓ Hours per week you'll be working.
- ✓ Description of the internship from the organization you're working with.

What can we help you find today?					
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1. Log into Handshake

HTTP://WWW.SEATTLEU.EDU/CAREERENGAGEMENT/HANDSHAKE

Use your Seattle U credentials to log in.

2. Navigate to the Request an Experience form

- 1. Click "Career Center" on the right of the page.
- 2. Click "Experiences" in the center of the next page.
- 3. Click the blue "Request an Experience" button on the next page.

3. Complete the form

The <u>sponsoring faculty member</u> email address should be the email of a professor you've talked with about the internship.

Select the green "Request Experience" button at the bottom of the page when you're done.

*Salary is optional in the Job section.

4. You're done!

Check your Seattle U email for a confirmation from Handshake.

Your faculty member and the Dean's Office will approve your request and register you in 5-7 business days. You'll receive an email when you're registered for the internship.

QUESTIONS? EMAIL US AT <u>ASCDEAN@SEATTLEU.EDU</u> OR USE OUR CHATBOX AT <u>HTTPS://WWW.SEATTLEU.EDU/ARTSCI/ADVISING</u>