

How to Request an Experience on Handshake BUS 597

The University of Portland (UP) Internship Experience Form (Learning Agreement) is the crucial first step in establishing clear expectations through outlining your learning goals and how they relate to your job duties in the internship. By completing this form, you will be prepared to maximize your internship experience. Completing this form also allows the University of Portland to know how to best support you in your internship!

1. Log into Handshake

- www.joinhandshake.com
- or sign in on University of Portland Single Sign on Portal.

2. Click on Experiences

- This can be found under the Career Center drop down menu located in the top right corner.

3. Click on Request an Experience

- Can be found on the right-hand side of the screen.

4. Select your Experience Type and Term

- Please SELECT BUS 597 and what term you will be completing your internship.

5. Fill Out the Employer Information

- If you do not see your employer on the drop-down menu, please type your own.

6. Fill Out the Job Information

- If you do not see your job title on the drop-down menu, please type your own, as well as include the information asked about your job description.

7. What are Your Learning Goals?

- List 4-6 learning goals to be completed during the internship in the provided box.
- Number the goals accordingly.
- Include specific action plans, measurement assessments, or time frame deadlines to better help you complete these objectives.
- Click 'Next Page' to continue.

8. What is your Job Description?

- Cut and paste internship job description including requirements, qualifications, and pertinent details in the box below. Click 'Next Page'!

9. Approvers of Internship

- Provide the email address of the Faculty Supervisor who is giving you credit for this internship. Then include the email of your internship site supervisor. **DOUBLE CHECK SPELLING** to make sure it is entered correctly, otherwise they will not receive needed communications from us.

10. Internship Disclosure

- Please read the disclosure thoroughly. After reading the For Credit Internship Disclosure, press the 'YES' button and click on the 'Next Page' button.

11. Signature and Agreement

- Read the Student Intern Signature and Agreement, click YES to certify that all the previously provided information is ACCURATE and Correct and that you are agreeing to the statements above and help within this Experience Form (learning agreement). Finally, click on CREATE EXPERIENCE!

Once you've submitted your experience an automatic email will be sent to your faculty supervisor. When your faculty supervisor APPROVES of your internship, another email will be sent to your internship site supervisor for them to review and approve your internship. ***Please tell your internship site supervisor to be expecting an email coming directly from Handshake, with the subject line, "An Experience Needs Your Approval."*** You can log into Handshake at any time to track the progress of your internship.

Still have questions? Contact the Internship and Engagement Coordinator at internship@up.edu.