

Track Internships Online with *Handshake* Experiences

Handshake Experiences Quick Facts

- Students meet with their Site Supervisor (employer) and Faculty Internship Coordinator to develop goals and learning objectives that align with the course academic requirements before submitting the Handshake Experience.
- Students then visit <https://smartin.joinhandshake.com> and login with their SMU email.
 - Navigate to: Career Center > Experiences > Submit an Experience
- The Experience needs to be submitted *before* the term add/drop date.
- Handshake Experiences will help students track internship goals, learning objectives, and mid-term/final evaluations.

! Important Information for Registration:

Student must secure their internship & register for their selected internship course prior to the term add/drop date.

What information is needed to fill out the Experience?

1. Student selects the Experience template that aligns with their internship type:
 - General Internship Tracking (not for-credit)
 - INT 290, 390, 490
 - Business and Accounting
 - College of Arts and Sciences
 - Engineering and Technology
 - Health and Allied Health
2. Student provides the following information (may differ depending on template selected):
 - Term, Organization, Location, Industry
 - Site contact information
 - Experience
 - Position/Internship Title
 - Academic Department
 - Dates of the internship
 - Employment: full-time or part-time
 - Wage: paid or unpaid
 - Offer date & date offer was accepted
3. Reviewer Contact Information
 - Internship Site Supervisor (Employer)
 - Faculty Internship Coordinator
 - *The faculty teaching the internship course*
 - Academic Advisor
 - *Advisor assigned on student's self-service*
4. Student's contact information
5. Student's Goals and Learning Objectives
 - **Student should meet with their Faculty Internship Coordinator before filling out the Handshake Experience to discuss academic requirements for the internship course and objectives they would like to achieve during their internship.**
6. Approval Process
 - The student's Experience is reviewed by an Internship Navigator, faculty, advisor(s), site supervisor, and the Registrar.

Why do we use Handshake Experiences?

Handshake Experiences are used at Saint Martin's University to track for-credit and non-credit internships. Due to differing academic requirements for internship participation, the *College of Arts, Sciences, & Education*, the *College of Business, Engineering, & Technology*, and the *School of the Health & Allied Health* all have their own Handshake Experience template. There is a non-credit internship template for general tracking as well.

Data can be collected over time about types of internships, employers, wages, student experiences, and skills or education gained during experiential learning opportunities. This information can be used and analyzed to inform the Center for Career & Calling, Colleges & Schools, faculty, accreditors, Office of Admissions, Office of Institutional Advancement, Office of Alumni Relations, students, families, and Saint Martin's community members.

Questions or concerns?

For more information or questions about Handshake Experiences, internships, or course registration, please contact or visit the Center for Career & Calling on the Lower Level of the O'Grady Library.

Students can also make an appointment with an Internship Navigator.



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