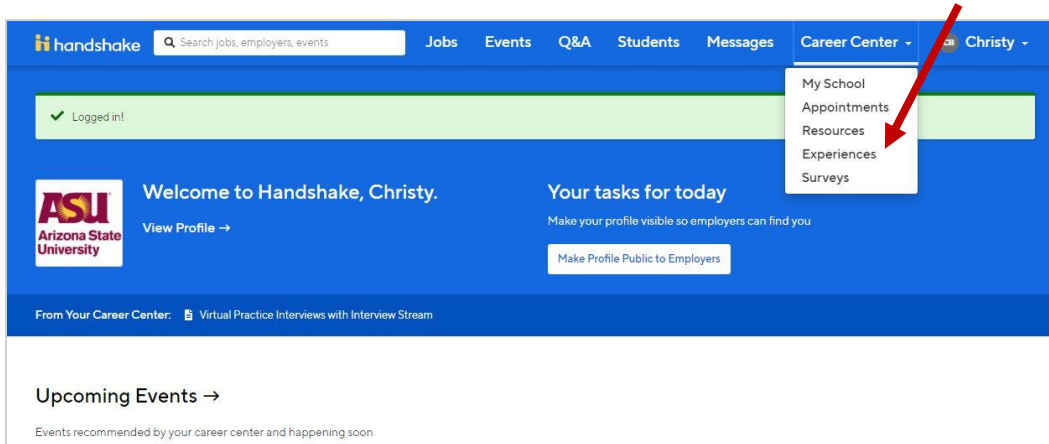


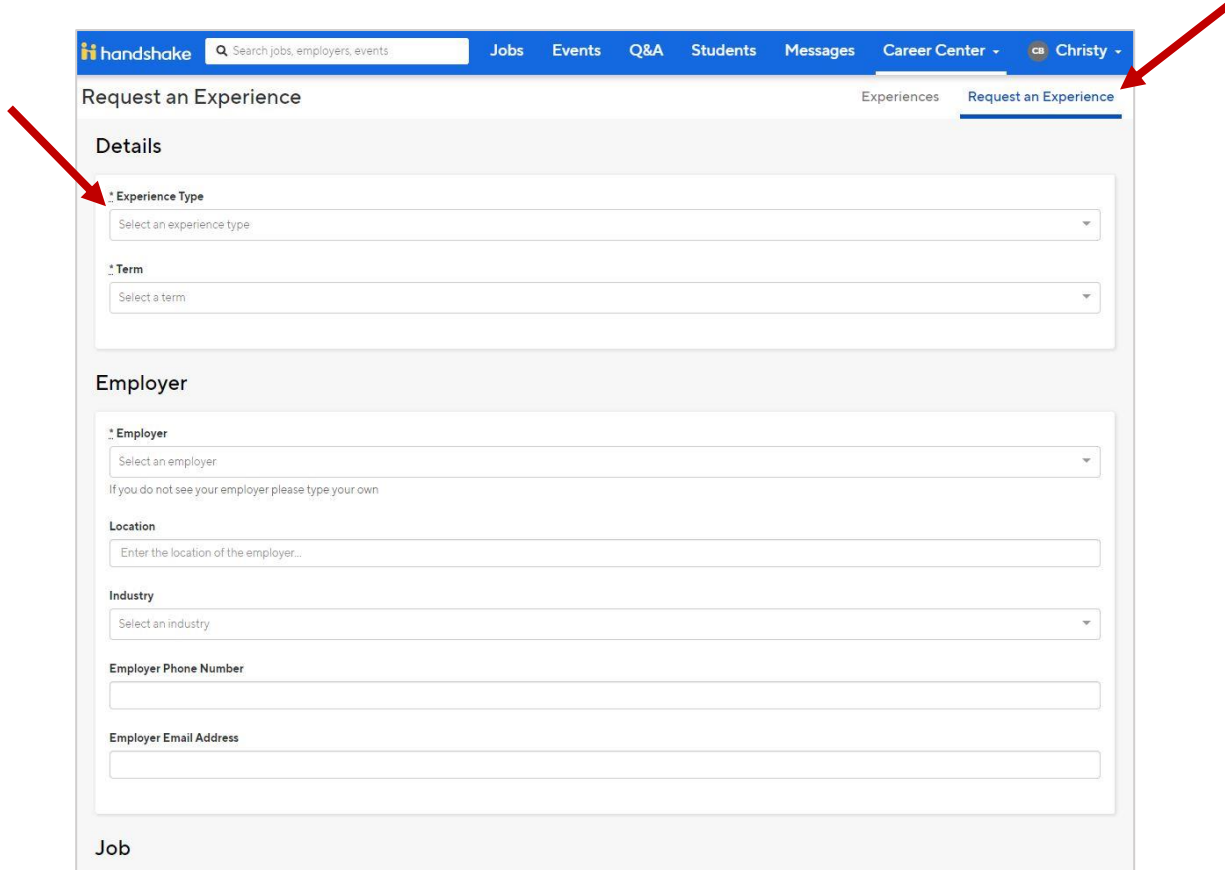
The Design School

Handshake Internship Instructions

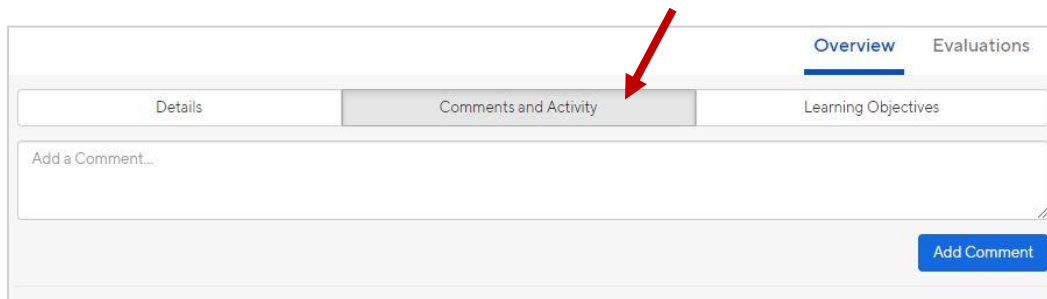
1. Log in to Handshake at asu.joinhandshake.com.
2. Click on the “Career Center” tab and select “Experiences”



3. Click “Request an Experience” and select the appropriate internship from the “Experience Type” dropdown.



4. Type your internship information in to the form. Press the green “Request Experience” button. This will then be reviewed by your Graduate Coordinator and sent to your internship supervisor and TDS internship coordinator for approval. You will receive an email notification when your internship is approved.
5. Your internship supervisor will be required to fill out a Student Placement Agreement form. This will be sent via DocuSign to the email address you provided in the experience request. This must be filled out prior to the start of the internship.
6. Towards the end of the summer term, you and your supervisor will be notified via email to submit evaluations. Use the link in the email to submit these forms.
7. If you have any questions along the process, you can email designgrad@asu.edu, or you can submit a comment on the Handshake Experience page.



The screenshot displays a web interface for an experience page. At the top right, there are two tabs: "Overview" (which is underlined) and "Evaluations". Below these, there are three sub-tabs: "Details", "Comments and Activity" (which is highlighted in grey and has a red arrow pointing to it), and "Learning Objectives". Under the "Comments and Activity" tab, there is a large text input field with the placeholder text "Add a Comment...". At the bottom right of this input field, there is a blue button labeled "Add Comment".