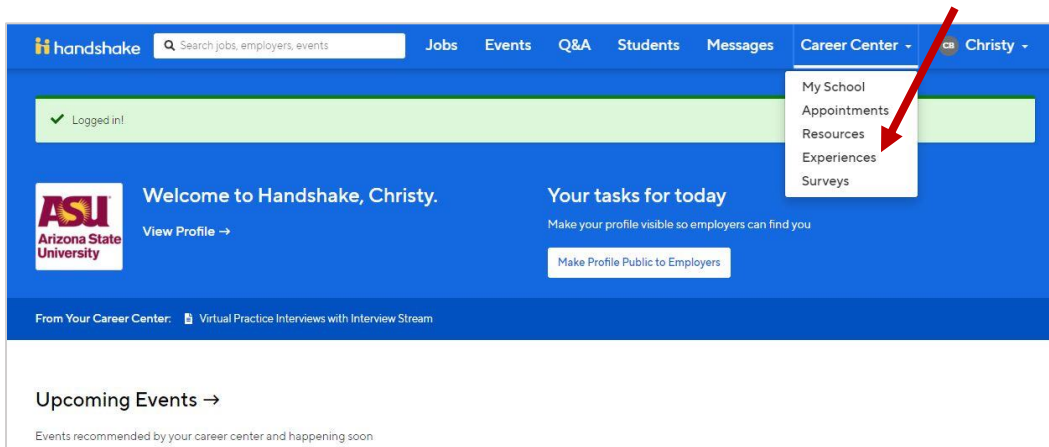
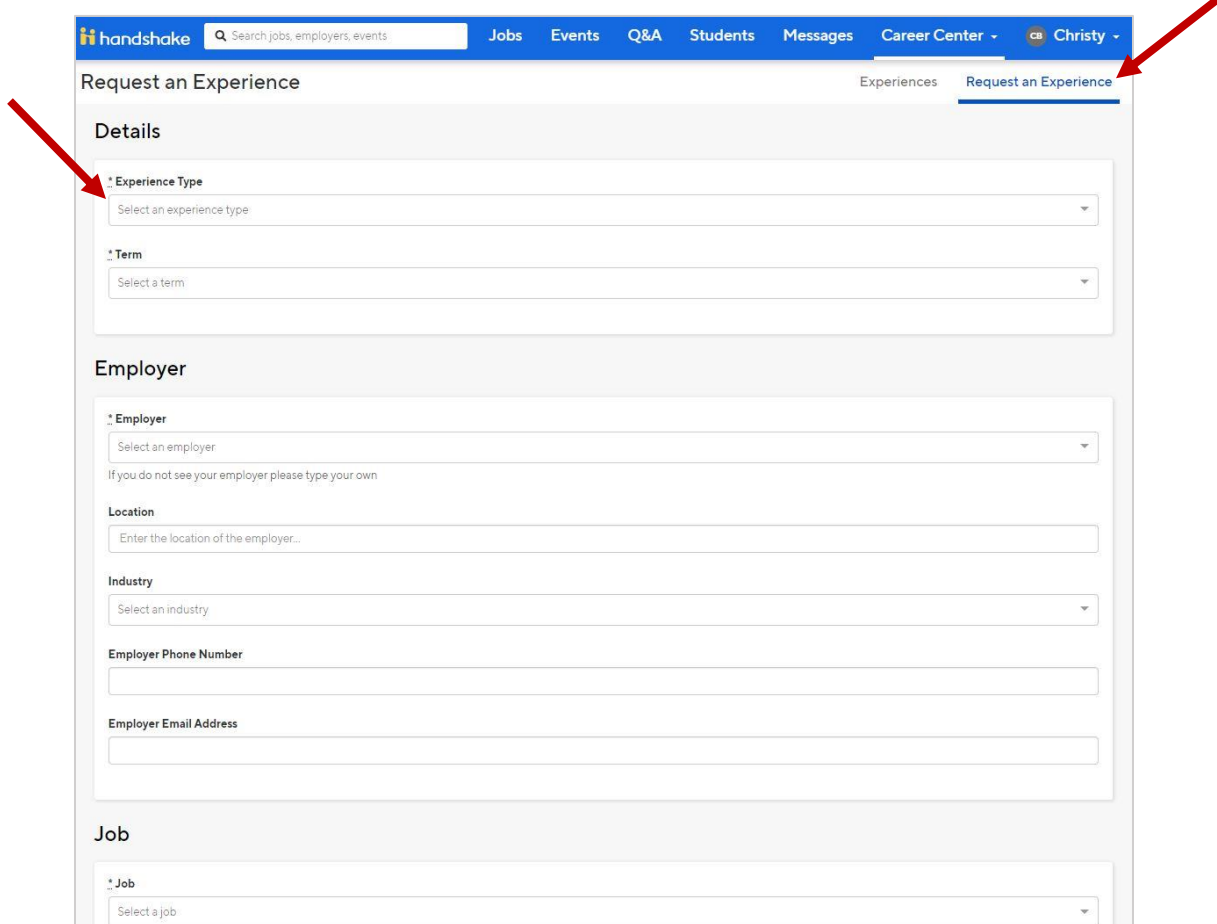


## Handshake Internship Instructions

1. Log in to Handshake at [asu.joinhandshake.com](https://asu.joinhandshake.com).
2. Click on the “Career Center” tab and select “Experiences”

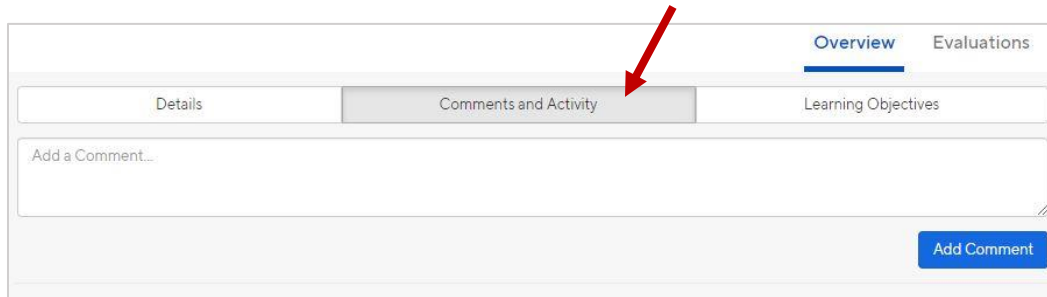


3. Click “Request an Experience” and select the appropriate internship from the “Experience Type” dropdown.

A screenshot of the 'Request an Experience' form in Handshake. The top navigation bar is the same as in the previous image. The 'Request an Experience' tab is selected, indicated by a red arrow. The form is divided into sections: 'Details', 'Employer', and 'Job'. The 'Details' section contains two dropdown menus: 'Experience Type' (with a red arrow pointing to it) and 'Term'. The 'Employer' section includes an 'Employer' dropdown menu, a text field for 'Location', an 'Industry' dropdown menu, and text input fields for 'Employer Phone Number' and 'Employer Email Address'. The 'Job' section contains a 'Job' dropdown menu.

4. Type your internship information in to the form. Press the green “Request Experience” button. This will then be sent to your internship supervisor and TDS internship coordinator for approval. You will receive an email notification when your internship is approved.

5. 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.
6. If you have any questions along the process, you can email [designmail@asu.edu](mailto:designmail@asu.edu), or you can submit a comment on the Handshake Experience page.



The screenshot shows a web interface for a Handshake Experience page. At the top right, there are two tabs: 'Overview' (which is underlined) and 'Evaluations'. Below these, there are three main sections: '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' section, there is a text input field with the placeholder text 'Add a Comment...'. At the bottom right of this section, there is a blue button labeled 'Add Comment'.