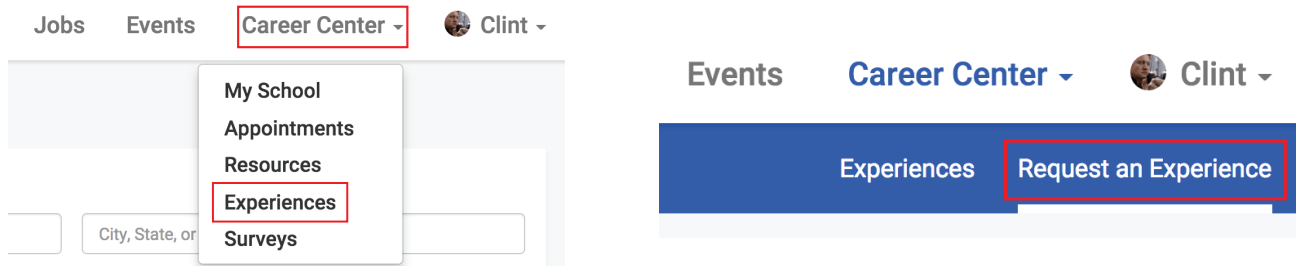


Request an Experience

An experience in Handshake is a way to submit a credit bearing internship for approval. This process was previously described as “Reporting an Internship”. It will now be called “Requesting an Experience”. The instruction that follow will walk you through the request process.

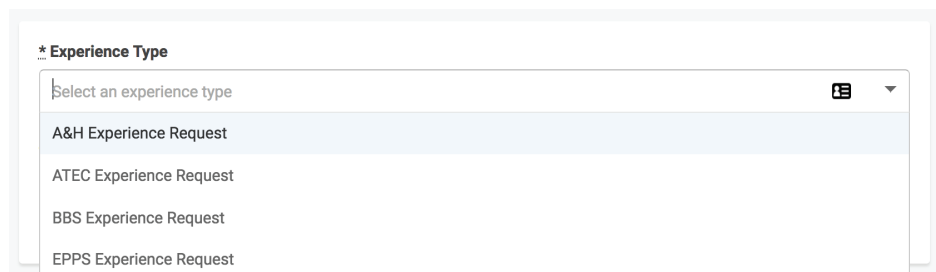
Step 1 - Log in to Handshake at utdallas.joinhandshake.com using your NetID and Password

Step 2 - Click **Career Center** from the top menu bar, then select **Experiences**, and finally **Request an Experience**



Step 3 - Choose an **Experience Type** and the appropriate **Term**

Experience Types are broken down by college. Choose the type that corresponds with the experience you are requesting (usually same as your college).



Step 4 - Fill out the **Employer** details and specifics about the **Job**

Employer

*** Employer**

Select an employer

If you do not see your employer please type your own

Location

Enter the location of the employer

Job

*** Job**

Select a job

If you do not see your job please type your own

Department

Step 4 - Next, complete the **General** section. The questions here will vary depending on which Experience Type you are requesting. There will likely be multiple pages. Click **Next Page** to advance forward.

***Please read these questions very carefully.**

General

Page 1

* Indicate the number of hours you will work each week

* Provide your supervisor's full contact information (Name, department, email address, & phone number)

* Have you previously done an internship for academic credit and/or transcript notation?

Yes
 No

* Is this an extension of a previous internship?

Yes
 No

Next Page

Step 5 - Select **Request Experience** in the bottom right to submit your request. You will be taken to a new page where you can review your submission. However, you **ARE NOT** finished.

Step 6 - After submitting your request you **MUST** attach all required documents. This can be done by selecting **New Attachment** on the left side of the details page. All students must submit the following:

- Job Description
- Offer Letter
- Any additional documents specifically requested

Click on the name of a file to open it, then download it to your computer

To add a file, select New Attachment, give your upload a name, choose the file, and select Create Attachment

Attachments

Job Description PDF (283 KB)

Job Offer PDF (253 KB)

New Attachment

Name

This is the public name of the document

Document Choose File No file chosen

Approvers of the experience will be able to view and download this attachment.

Cancel Create Attachment