

# HOW TO SUBMIT AN INTERNSHIP EXPERIENCE ON HANDSHAKE



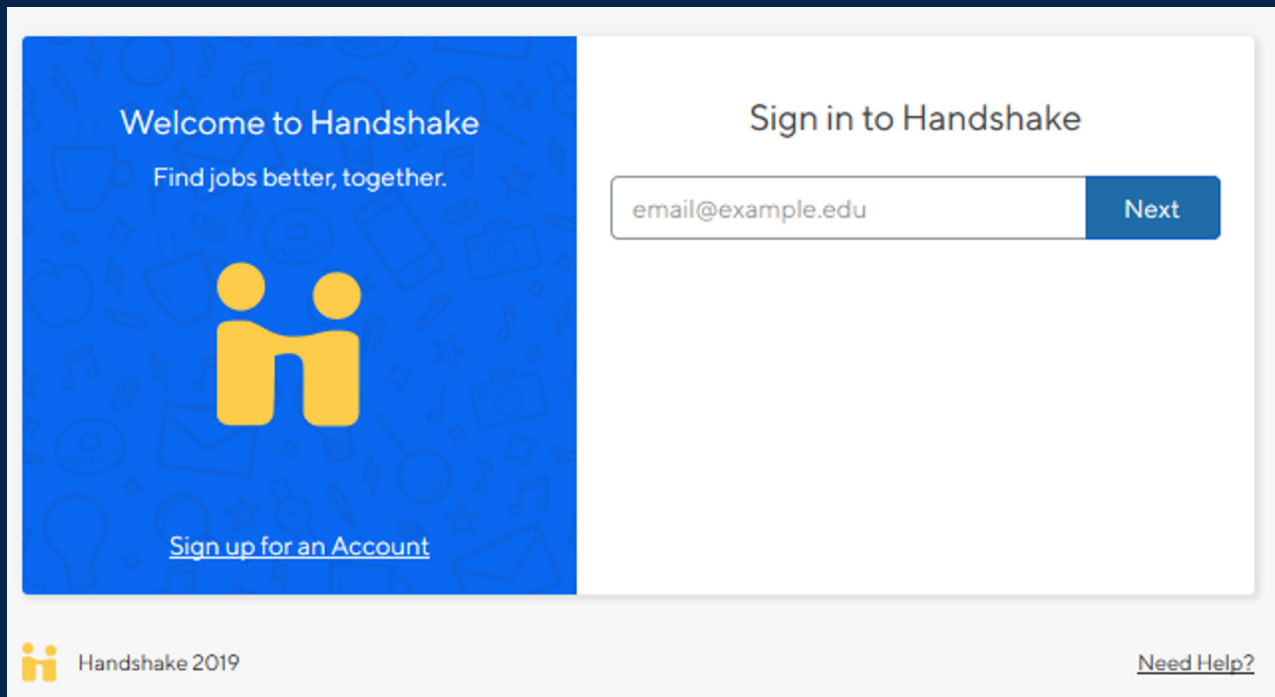
**After securing your internship, the Internship Experience Form (Learning Agreement) is the first step in your internship approval process.**



**handshake**

**Login to see jobs, internships, events and more!**

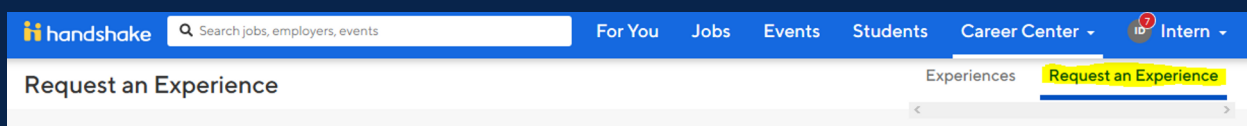
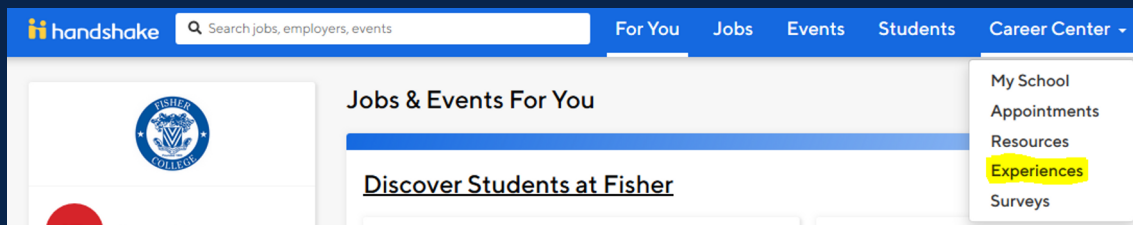
## Step 1 Log into your Handshake account fisher.joinhandshake.com



The image shows the Handshake login page. On the left, a blue banner with the Handshake logo and the text "Welcome to Handshake Find jobs better, together." and a link "Sign up for an Account". On the right, a white box titled "Sign in to Handshake" contains a text input field with "email@example.edu" and a blue "Next" button. At the bottom left is the "Handshake 2019" logo, and at the bottom right is a "Need Help?" link.

\*\*If you've never logged into your Handshake account before, simply enter your Fisher e-mail and select next, on the next screen select "forgot password" and follow the e-mailed instructions to reset your password


## Step 2 Click on EXPERIENCES: This can be found under the Career Center tab



## Step 3 Select your EXPERIENCE TYPE & TERM


What is your major?

What term will you be completing your internship?



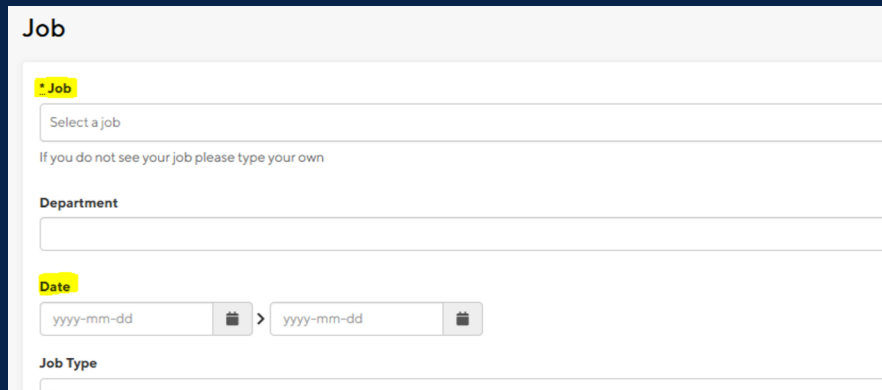
Details	
<b>* Experience Type</b>	
	Select an experience type
<b>Term</b>	
	Select a term

## Step 4 Fill in your EMPLOYER INFORMATION



Employer
<b>* Employer</b>
Select an employer
If you do not see your employer please type your own
<b>Location</b>
Enter the location of the employer...
<b>Industry</b>
Select an industry
<b>Employer Phone Number</b>
<b>Employer Email Address</b>

## Step 5 Fill in your JOB INFORMATION



**Job**

**\* Job**

Select a job

If you do not see your job please type your own

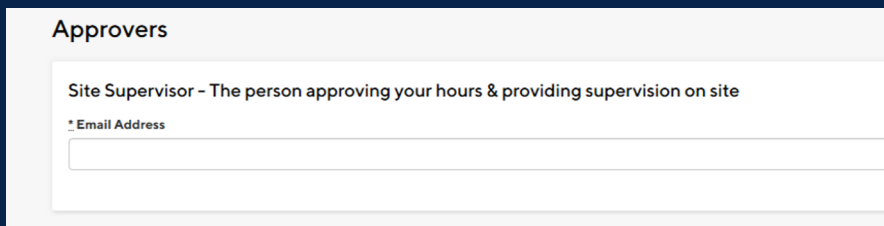
**Department**

**Date**

yyyy-mm-dd > yyyy-mm-dd

**Job Type**

## Step 6 Who is your SITE SUPERVISOR?

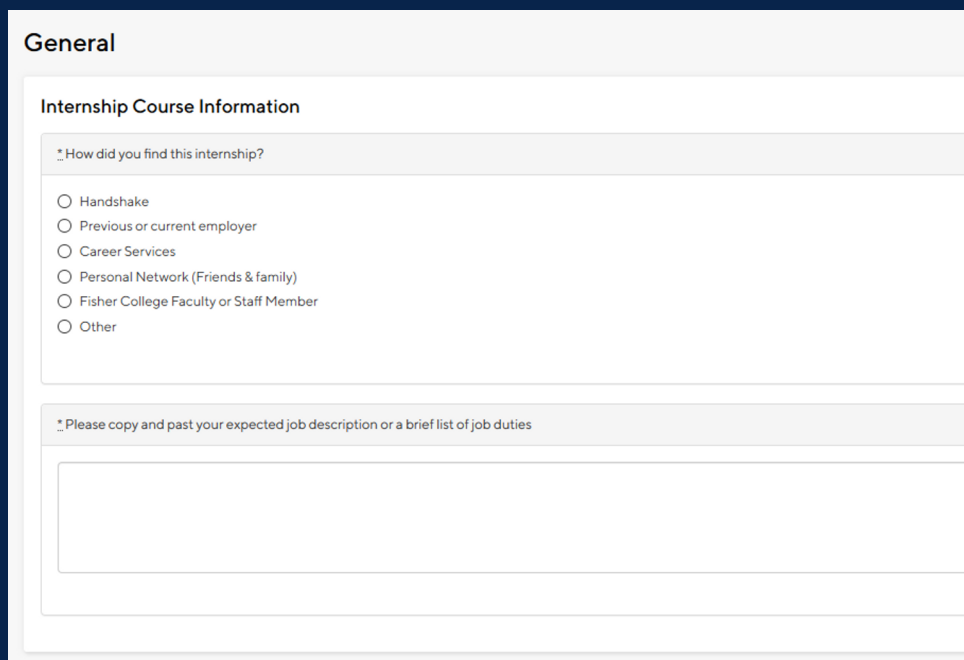


**Approvers**

Site Supervisor - The person approving your hours & providing supervision on site

**\* Email Address**

## Step 7 How did you find your INTERNSHIP? What is your JOB DESCRIPTION?



**General**

**Internship Course Information**

**\* How did you find this internship?**

☐ Handshake

☐ Previous or current employer

☐ Career Services

☐ Personal Network (Friends & family)

☐ Fisher College Faculty or Staff Member

☐ Other

**\* Please copy and past your expected job description or a brief list of job duties**

# Step 8 Academic Credit & Liability Agreement

## General

### For Credit Internship Disclosure – Please read

It is the responsibility of the student intern to ensure all forms are completed in order to successfully complete an internship for credit. Fisher College internship experience form (learning agreement) may be terminated by the mutual agreement of the student intern, site supervisor/employer and/or the faculty supervisor. Please contact the internship Coordinator in the Career Center (617)670-4510 or internships@fisher.edu if there are any questions.

\*\*. I have read the For Credit Disclosure

- ☐ Yes  
☐ No

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## Agreement

I understand and agree that I will commit to completing 120 hours for every 3 credits of internship I am enrolled in. I agree to abide by the policies and procedures of the organization at which I am interning. In addition to my hours I agree to fulfill the class requirements of my internship course syllabus. I understand that I must complete a final evaluation at the end of experience to reflect on my internship experience. I acknowledge and agree that internship or travel carries with it potential hazards which are beyond the control of the College and its agents or employers. I acknowledge that as a Fisher College student, I am representing the College and will uphold Fisher's standards of behavior

\*\*. Select YES below to certify that all of the information provided in this form is correct and accurate. You agree to the statement above and the information held within this experience form (learning agreement)

- ☐ Yes  
☐ No

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## Liability Acknowledgement

I agree that I am 18 years of age or older and am completing an internship as a student at Fisher College in exchange for academic credit. I acknowledge that, within the scope of my activities during my time as a student intern, I may be exposed to hazards or risks at my internship site. I understand and acknowledge that Fisher College is not an insurer of my personal safety or property. I acknowledge that Fisher College will not be responsible for any medical costs associated with any injury I may sustain on site or during travel to and from my internship. I also understand that I should and am encouraged by Fisher College to obtain adequate health and accident insurance to cover any personal injury to myself or my property

\*\*. I acknowledge that I have read the foregoing information, understand it, and agree to it voluntarily.

- ☐ Yes  
☐ No

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# Submit your REQUEST

Request Experience

**Once you've submitted your EXPERIENCE an automatic email will be sent to your FACULTY INSTRUCTOR. Once your FACULTY INSTRUCTOR APPROVES your internship, another email will be sent to your INTERNSHIP SITE SUPERVISOR for them to review and approve your internship. You can log into Handshake at any time to track your approval progress**

**Faculty instructor, Internship Site Supervisor and Student can all leave comments on the Experience through Handshake**

**As a student, you have the option to track everything in one place - upload personal goals and learning objectives to help keep track of your own growth and exploration!**

**Still have QUESTIONS? No problem, contact the Coordinator of Internship Programs at [internships@fisher.edu](mailto:internships@fisher.edu)**

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**Office of Career Services  
Fisher College**

**1 Arlington St., Lower Level  
Boston, MA 02116  
617-236-8838**

