

Registering Your Internship for Academic Credit

The first thing you should do before finding an internship and registering it for credit is **review our [Student Internship Paperwork on the Career Center's website for Hollins University's internship guidelines and resources](#)**. Before you register your internship, be sure to communicate with your faculty sponsor and advisor (this can be the same person but does not have to be) making sure they are aware of your internship and have given their approval informally. **Once you have discussed the internship with your faculty**, complete the steps below in Handshake to register for academic credit.

How to Register Your Internship on Handshake

1. Log into Handshake
2. Click on "Career Center" in the top right corner next to your initials.
3. Click the "Experiences" box on the Career Center dashboard.
4. Click "Request an Experience".
5. Select "Experience Type": January Internship for January term internships and Semester Internship for spring, summer, and fall internships. **International students must select one of the following types:* International Student (F-1) January Internship or International Student (F-1) Semester Internship
6. Fill out the form with the details of your internship. Here's some tips for completing this form:
 - a. Provide the dates of your internship. *Note: January internships should take place for the entirety of the January short term.*
 - b. Job Type should be set as *Internship*.
 - c. Under "Employment Type," you will enter the status of your internship noting whether it is full-time, part-time, or seasonal. *Note. January internships MUST be full-time for 35 hours per week for a total of 140 hours completed during the month.*
 - d. You will provide the names and emails for your internship supervisor, your faculty sponsor, and your faculty advisor. If your sponsor and advisor are the same, you will still need to enter the faculty's name in both sections.
7. When finished completing the form, sign the agreement and click "Request Experience." Once we have received your request, the center will review, and initiate the start of the approval process. The center's approval sends the information to the employer, requests their details and acknowledgement, and then they approve.
8. After employer approval is complete the system will automatically send the experience to your faculty to submit their approvals and academic assignments.
9. Once faculty members have approved, the Career Center will process and submit to the Registrar.
***Handshake allows you to access the status of your experience at any point in this process.**
10. Questions about registration through Handshake? Contact careercenter@hollins.edu.