



HANDSHAKE INTERNSHIP FOR CREDIT SUBMISSION CHECKLIST

When submitting an internship for credit form on Handshake, make sure you have completed all of the tasks listed below:

- You have an approved resume on your Handshake profile under “my documents”.
- You have reviewed and answered all the questions on your internship for credit form thoroughly, thoughtfully, and accurately.
- You did not leave any questions blank on your internship for credit form.
- You have read and agree to the Career Development internship policies, procedures, waivers, and disclaimers located on our [website](#).
- You have verified on Marynet that your internship course is being offered during the semester you want to complete your internship for credit.
- You have included your internship organization’s business address.
- You have verified that your site supervisor’s information is correct with a company-branded email address.
- You have included a robust internship job description of responsibilities and duties that aligns with the Career Development internship policies located on our [website](#).
- You have met with your Academic Internship Mentor to discuss your internship.
- After submitting the form by clicking on “request experience”, you have uploaded your internship offer letter to your form on Handshake that includes:
 - Job/Internship Title;
 - Start and end date agreed to by the organization/site supervisor;
 - Estimated weekly internship hours the student plans to work;
 - Address of the organization/internship including statement if it is in-person or virtual;
 - General position duties that align with the requirements in our internship policy and procedures
 - Site supervisor contact information including a company-branded email address.