

Submitting a Field Experience Request through Handshake

These instructions are a guide to initiating the internship or co-operative learning experience (co-op) processes at UMass Amherst. Begin this process after you have secured an internship/co-op.

Required Information to Complete Forms:

All Forms:

- SPIRE ID number
- Company name, address, and website
- Supervisor's name, phone, and e-mail
- Start/End Date, Work Schedule
- Learning Objectives for Experience
- Brief description of job duties

Internships and Externships:

- Faculty Sponsor's name and e-mail
- Course Number for internship (ex: UMASS 298, JOURNAL 398, KIN 398)
- Number of credits (discuss with faculty sponsor)
- Your Academic Project: (Discuss with faculty sponsor; ex: journal, portfolio, reflection paper, research paper)
- Location of internship (on-site at the company, remotely, or a hybrid of both)

Accessing the Field Experience Request Form

- 1) Log into Handshake with your Net ID and SPIRE password at <https://umass.joinhandshake.com/>
- 2) To get to the Experiences click on the **Career Center** tab on the top right
 - a. Then click **Experiences** (third button in the middle of the screen)
 - b. Click **Request an Experience**

Filling out the Field Experience Request Form

- 1) **Experience Type:** Select the appropriate Template:
 - a. *Undergraduate Student Internship for Credit:* for undergraduate students
 - b. *Undergraduate Co-op:* for undergraduate student co-ops
 - c. *International Graduate Student Internship or Externship for Credit:* For international graduate students
- 2) **Term:** Select a single Term for an internship, or a group of terms that will encompass your co-op
- 3) Fill out the information about your employer and job details (note that your employer is the company name, not the name of your supervisor)
- 4) Answer the remaining questions throughout the contract form, beginning with your information. If you do not yet know one of the fields, put in the following phrase:

"TBD – will notify the Field Experience Program staff at internships@umass.edu after I begin working."
- 5) At the end, if you need to attach files to your form (such as a Field Experience Acknowledgement Form or an Offer Letter), click **Save as Draft** and see the steps below. If you do not need to attach any additional files, select **Submit**.

Attaching Files

- 1) If you must attach any forms or files (such as signed Field Experience Acknowledgement Form or Offer Letter), then once you have completed the form, click **Save as Draft** instead of the **Submit** button
- 2) Scroll down the left side of the page and click on the **New Attachment** button
- 3) Follow the prompts:
 - a. **Name** each document (Offer Letter, Field Experience Acknowledgement Form, etc.)
 - b. Click on the **Choose File** button and select the document from your files
 - c. Click on the **Create Attachment** button on the right. Repeat this process for any other attachments.
- 4) After you have attached files, click on **Edit** at the top right on the page, click through to the last page of the form, and click **Submit**

Other Notes

- *Corrections:* You can go back into Edit mode again to make changes or attach files
- *Issues with Attachments:* e-mail separate pdf files of your signed forms to internships@umass.edu
- *Other Questions:* e-mail internships@umass.edu