

### Step 1: Login to Your Handshake Account

- Login to your account at: [unt.joinhandshake.com](https://unt.joinhandshake.com)
- Click on **Active UNT Students Login Here**
- If you have not logged in before, you may be asked a few questions to finish setting up your account.

### Step 2: Upload Resume' and Cover Letter

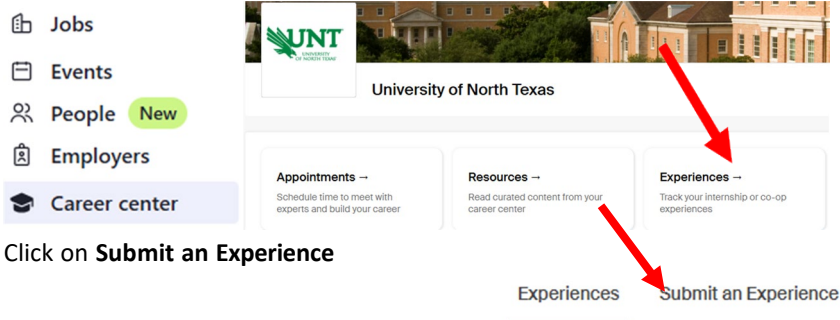
- If you haven't already, upload your resume and cover letter under Documents in your profile

### Step 3: Begin Your Search

- Handshake: Go to **Jobs** and narrow your search criteria based on what type of internship.  
**OR**
- Personal Search: Utilize your Friends, Family, and other Personal connections to find an internship.

### Step 4: Report an Internship for UCRS 4800 College Credit

1. Once you have applied, interviewed, and been offered an internship, log on to your Handshake account.
2. Once in your account, go to **Career Center** on the bottom of the left-hand menu and select **Experiences** (for internships).



3. Click on **Submit an Experience**

4. For **Experience Type**, select Integrative Studies and Social Sciences

For Experience Type, **do not** select anything except Integrative Studies and Social Sciences. For example, even if the nature of the internship is Marketing or Social Media, do not select MKTG 4800 or COMM 4800. You are requesting credit for the UCRS 4800 internship class only.

5. Enter in the remaining information. *You will need to provide: Job Title, Start and End Dates, Job Type, Salary, Estimated Hours per Week; Internship responsibilities, Supervisor's Name, address, phone, email and more.*
6. An email will be sent to the course instructor for review. You should receive an email response within 5-7 days.
7. If approved, you will be notified via your UNT e-mail that the block has been removed and you can register for the assigned section of UCRS 4800. You may sign up for 1-3 hours of credit only.

1 Review Class Selection Complete

2 Review Class Preferences In Progress

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

#### Step 2 of 4: Review Class Preferences

UCRS 4800 College of Liberal Arts and Social Sciences Internship

Section 002 - Class Nbr 10460 - Open

Add to waitlist if class is full? Yes

Units

1.00

1.00

2.00

3.00

4.00

5.00

6.00

Select 3 hours (or the # of credit hours you want: 1, 2, or 3)

## Frequently Asked Questions

**UCRS 4800 is an academic course requiring tuition & fee payment and follows the same semester long schedule to receive credit. Your grade is based on assignments completed through [canvas.unt.edu](https://canvas.unt.edu). You must have an internship, supervisor and be able to work a minimum number of hours (see table below).**

### 1. Who qualifies to apply for this internship?

Students in academic Good Standing and either a Social Science or Integrative Studies major Junior or Senior.

### 2. Does the position have to be paid?

Unpaid and paid internships are allowed. Unpaid Internship Scholarships are available. <https://careercenter.unt.edu/resources/unpaid-internship-scholarship/>

### 3. How early should I start looking for an internship/trying to get it approved for credit?

We recommend at least one month, but 2-3 months is ideal. Application must be submitted and approved in order to enroll in UCRS 4800.

### 4. I already have a job. Can I use it to fulfill the internship requirement?

Absolutely...IF your internship position responsibilities are different from your regular tasks and duties. This might include things like a special project, extra responsibilities, or an expanded role that contributes to your learning objectives. Simply fulfilling your regular duties will not be sufficient. Include a detailed explanation of your new responsibilities and role on your Handshake application. Recently requiring a new position, or waiting to be promoted to a new position once you have graduated? We can make that into an internship opportunity!

### 5. What are the requirements for my site supervisor?

Your site supervisor will be considered your most direct line of leadership and direction during your internship experience. Expectations include giving you guidance, helping you develop your learning objectives/goals, and submitting a final evaluation on your performance as an intern. You may not intern for a family owned business. You may work where a family member works, but they may not directly supervise you or your supervisor.

### 6. Who is responsible for creating the learning objectives?

This is a shared responsibility between you and your employer/site supervisor. We want you to ensure that this will be a learning experience that is intentional and beneficial for you. You need to know what your tasks and learning outcomes are before you begin.

### 7. My internship employer wants me to start immediately. Is that allowed?

Internships may begin up to 4-6 weeks before you take the internship class for credit. Be sure to seek approval early so you can receive credit. You must still be at your internship site during the semester you are receiving credit.

### 8. What if I haven't completed the minimum number of hours required by the end of the semester?

If the semester ends before you complete your internship obligations, you may contact the instructor to see if you meet the qualifications for an "I" (Incomplete). Work hours, forms and final paper must be submitted no later than the last day of final exams to receive a grade for that semester.

### 9. May I take more than one internship?

You may take a total of up to 6 hours of credit at 2 different internships, during 2 different semesters. However, only 3 hours may count in the major (if approved to count toward one of your three fields, when applicable.) The other 3 hours may only count as advanced elective credit or for Other Course Requirement (in the B.S. in Integrative Studies.)

### 10. What if I can't find an internship site?

Use the Handshake site to search for opportunities. Network with family, friends, those in the field you want to enter in order to find internship options. While UNT staff and offices can be helpful in this process, the final responsibility for finding an internship lies with the student.

#### Minimum hour requirements for each internship:

# Hours of Credit	Term	Length of Term	Total Hours Required	= Hours Required Weekly
3	Fall or Spring	15 weeks	210-225	14-15
2	Fall or Spring	15 weeks	140-150	9-10
1	Fall or Spring	15 weeks	70-75	5-6
3	Summer	10 weeks	210-225	21-23
2	Summer	10 weeks	140-150	14-15
1	Summer	10 weeks	70-75	7-8