Step 1: Login to Your Handshake Account

- Login to your account at: untdjoinhandshake.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 top right and select Experiences (for internships).
3. Click on REQUEST 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.

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 to receive credit. Your grade is based on assignments completed through canvas.unt.edu. You must have an internship, supervisor and be able to work a minimum number of hours (see table below). This course has changed from Pass/No Pass to graded (A-F) beginning Fall 2018.

1. **Who qualifies to apply for this internship?**
   Students who are in academic Good Standing and are declared with a major in either Social Science or Integrative Studies. (This course is recommended for juniors and seniors.)

2. **Does the position have to be paid?**
   No. Both unpaid and paid internships are allowed.

3. **How early should I start looking for an internship/trying to get it approved for credit?**
   Several months before you would like to begin. We recommend at least one month, but 3-4 months is ideal.

4. **I already have a job. Can I use it to fulfill the internship requirement?**
   This is allowed, only 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.

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. If you are considering an internship at a company that your family owns you will need to meet with an academic counselor to request approval in advance.

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. All work for the course is posted and submitted through the canvas.unt.edu site.

7. **My internship employer wants me to start immediately. Is that allowed?**
   Yes. Internships may begin up to two months before you take the internship class for credit. You will simply register for the following semester. You must still be at your internship site during the semester you are receiving credit. Be sure to seek approval early so that you can receive credit.

8. **What if I haven’t completed the 210 (or minimum number of) hours 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). The responsibility is completely on the student to fulfill requirements and turn in all necessary paperwork in order to complete the “I” and receive a grade. This must be done within 1 calendar year, or the grade will change to an F and credit will not be awarded. 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.) Also, please note that your internship experiences must be drastically different. You may only take one internship (3 hours maximum) per semester.

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:**

<table>
<thead>
<tr>
<th># Hours of Credit</th>
<th>Term</th>
<th>Length of Term</th>
<th>Total Hours Required</th>
<th>= Hours Required Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Fall or Spring</td>
<td>15 weeks</td>
<td>210-225</td>
<td>14-15</td>
</tr>
<tr>
<td>2</td>
<td>Fall or Spring</td>
<td>15 weeks</td>
<td>140-150</td>
<td>9-10</td>
</tr>
<tr>
<td>1</td>
<td>Fall or Spring</td>
<td>15 weeks</td>
<td>70-75</td>
<td>5-6</td>
</tr>
<tr>
<td>3</td>
<td>Summer</td>
<td>10 weeks</td>
<td>210-225</td>
<td>21-23</td>
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<tr>
<td>2</td>
<td>Summer</td>
<td>10 weeks</td>
<td>140-150</td>
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<tr>
<td>1</td>
<td>Summer</td>
<td>10 weeks</td>
<td>70-75</td>
<td>7-8</td>
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