DIRECTIONS FOR SUBMITTING AND ATTACHING FILES TO HANDSHAKE EXPERIENCE CONTRACT

Log into Handshake with your Net ID and SPIRE password at https://umass.joinhandshake.com/

That will bring you to your Profile page, and from there you will complete an online Experience contract.

Click on the **Career Center** tab on the top right. Then click **Experiences**. Then click **Request an Experience**. Under **Details**, for **Experience Type**, select the appropriate Template: (Undergraduate Internship for Credit, Undergraduate Co-op or International Graduate Student Internship or Externship for Credit).

Select a **Term**. (Example Fall 2020) PLEASE NOTE: If you are earning credit (Internship), then choose just one semester.

Fill out the information about your employer and job details. *(Note that your Employer is the company name, not the name of your supervisor.)*

Answer the questions throughout the contract form, beginning with your information. If you do not yet know what *your* address will be while you are working, put in the following phrase: "**TBD – will notify the Field Experience Program staff at** internships@umass.edu **after I begin working.**"

If this is for an Internship or Externship for Credit, include your faculty sponsor, course number, number of credits and academic project.

For all experience forms: Also include your placement details and learning objectives. If you do not yet have your supervisor's contact information, in each of those fields also put in this phrase: "**TBD – will notify the Field Experience Program staff at** internships@umass.edu **after I begin working.**"

If you have to attach any forms or files (such as signed Field Experience Risk Acknowledgement Form or Offer Letter), then once you have filled in all of the information and answered all of the questions, on the last page, hit the **Save as Draft** button instead of the Submit button.

Scroll down the left side of the page and click on the **New Attachment** button.

Follow the prompts – **Name** each document (Offer Letter, Field Experience Risk Acknowledgement Form, etc.), and then Click on the **Choose File** button and select the document from your files.

Click on the **Create Attachment** button on the right. Do this for each document you are attaching.

After you have attached any files, click on **Edit** at the top right on the page, and then go through page by page to the last page to hit the **Submit** button.

Please note that if you accidentally Submit the experience contract before attaching required files, you can go back into Edit mode again and attach them.

If you run into issues with adding an attachment, please email separate pdf files of your signed forms to internships@umass.edu so they can be attached for you.

Once you complete and submit your Experience contract, including any required attachments, Field Experience Program staff will review the contract and then process it.

Any questions? Email internships@umass.edu.