

## Internship Course Credit Request in Handshake

This provides an opportunity for **undergraduate** students to request and if approved, earn 3 academic credits for completing an internship with Lea County.

\*If you need any help/have questions regarding the below steps, contact [careerservices@usw.edu](mailto:careerservices@usw.edu)

### Before Requesting Course Credit

1. First, you must apply to the [internship](#) and be offered a position
2. Then, before starting internship, review over and agree upon the information/steps below with your designated Internship Supervisor before submitting the request

### Requesting Course Credit

1. Log in to [Handshake](#) with your USW credentials
2. Go to Career Center > Experiences > Submit an Experience
3. Select “Submit an Experience” and enter information for all the below sections:

#### *Details*

- For Experience template, select **Lea County Internship**
- For Term, select **Spring 2025**

#### *Organization*

- For Organization, enter/select **Lea County Government**

#### *Experience*

- For Experience, enter/select **Intern**
- For Department, enter the name of the department you’ll be interning in
- For Date, enter start and end dates of internship

#### *Reviewer contact information*

- For Internship Supervisor, enter the email address of your Internship Supervisor

#### *Student Responsibilities*

- Review/agree to the requirements and outline what you will be doing for the internship-  
**make sure to coordinate this with your Internship Supervisor**

4. After filling in all the required information, select **Submit an experience**
5. **Provide email notification to [careerservices@usw.edu](mailto:careerservices@usw.edu) that you’ve submitted the request so review process can be initiated and then notify your Internship Supervisor to expect an email from Handshake for reviewing and responding to the request**
  - If needing to make any edits to the request, refer to [Edit Your Experience Details](#)
  - If Internship Supervisor approves the request, then will be sent to Academics for review
  - If Internship Supervisor is not receiving the email, refer to [troubleshooting steps](#)

### Response/Next Steps

6. You will receive email notification on whether your request is approved or declined (within 5 business days, usually). To check on the status in Handshake refer to [Tracking Your Experience](#)
7. If approved, notify Internship Supervisor and remind supervisor about process for completing Intern Evaluation at the end of the internship

### **Intern Evaluation/Course Credit Applied**

8. [Intern Evaluation](#) will be sent to Internship Supervisor via automated email from Handshake 10 business days before internship end date but **DO NOT** rely solely on this automated email- remind and maintain communication with Internship Supervisor to ensure it's completed and submitted on time.
  - [Intern Evaluation](#) must be completed and submitted by Internship Supervisor from email from Handshake- it cannot be sent by student
  - If needing [Intern Evaluation](#) sent earlier, email [careerservices@usw.edu](mailto:careerservices@usw.edu)
9. After your Internship Supervisor confirms completing and submitting your [Intern Evaluation](#), provide email notification to [careerservices@usw.edu](mailto:careerservices@usw.edu) by **Friday, May 9, 2024** so process for applying course credit can be initiated
  - [Intern Evaluation](#) must be at a satisfactory level for course credit eligibility
10. For any questions regarding course credit being applied, please contact your Academic Advisor