Step-By-Step Internship App. Guide
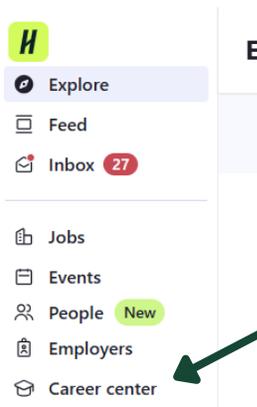## School of Criminal Justice & Social Sciences

This is a step-by-step guide to use while completing the internship application in Handshake. Please keep in mind that you are unable to save the internship application in Handshake and return to it later. If you run into any issues or have any questions regarding the internship application in Handshake, please email careerservices@tiffin.edu. Please also note that Handshake does update regularly, so your screen may look slightly different than the screenshots below.
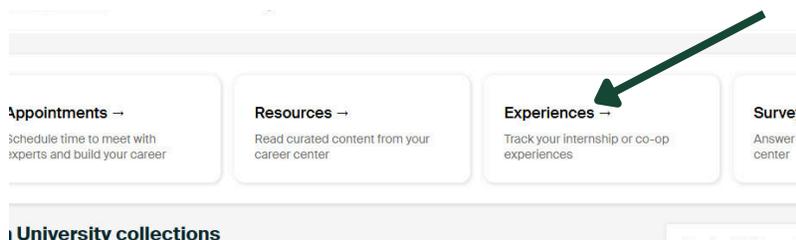
GETTING STARTED

Step 1: Log into Handshake using your Tiffin University email address and password. Handshake's URL is specific to Tiffin University: **https://tiffin.joinhandshake.com/**. If it's your first time logging in, it may ask you a few questions about your profile before taking you to the home screen.
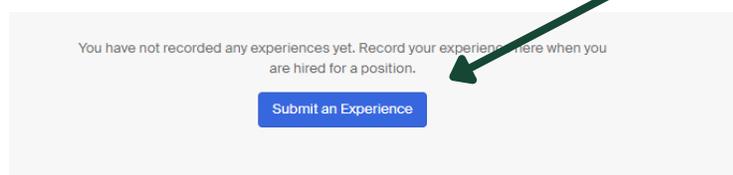
Step 2: Once on the home screen of Handshake, go to **Career center** on the left-hand side.

Step 3: Then choose **Experiences**.

Step 4: Click **Submit an Experience**.

DETAILS SECTION
Step 5: Choose the **Experience Template**, which will be School of Criminal Justice & Social Sciences Internship Application. You must answer the Experience Template question before moving on in the application, as the questions in the application will update based on the template that you choose.

Step 6: Select the **Term**, which is the term that you will have the internship registered on your schedule.

ORGANIZATION SECTION
Step 7: Type in the **Organization**; this is the employer or organization that you're doing your internship with. Type in the organization's name, and then choose it from the drop-down options.

EXPERIENCE SECTION
Step 8: For **Experience**, type Intern and select it from the drop-down options.

Step 9: There is a checkbox under Experience to **add the experience to your Handshake profile**. You can choose to check or uncheck that box.

REVIEWER CONTACT INFORMATION
Whoever you list as your reviewers will receive a copy of your full internship application electronically for the approval process.

Step 10: List your Site Supervisor's email. Your **Site Supervisor** is your direct supervisor at the organization/employer of the internship. Double check that the email address you're listing here is correct, as having an incorrect email address listed will make it much more difficult to get the approvals finalized on your internship application. If your site supervisor already has a profile in Handshake, the information will pre-populate for them based on the email address you input. If your site supervisor does not already have a profile in Handshake, you will need to include their title, phone number, and name in addition to their email address.

Step 11: List the email address for your **Faculty Mentor**. All Faculty Mentors should already have a profile in Handshake, so it should populate their information based on their email address.

GENERAL SECTION
Step 12: **Have you met with your Faculty Mentor?** If you have not yet met with your Faculty Mentor and gotten verbal approval to move forward with the internship application, you will need to stop the application here and meet with your Faculty Mentor to get the verbal approval. Once you get the verbal approval, you can restart on the application. If you have met with your Faculty Mentor to discuss this internship, choose yes.

Step 13: **Your Name**. List your name here.

Step 14: **Student ID Number**. List your student ID number here.

Step 15: Major(s). List your major here, or both of your majors if you are a double major.

Step 16: GPA. List your cumulative GPA here. Please note that you must have a 2.5 or higher GPA to take the internship course. If you have below a 2.5 GPA, please speak with your Faculty Mentor to discuss options.

Step 17: Credit Hours Completed. List the number of credit hours that you have and/or will have by the start of the internship. The number of credit hours completed must be more than 27.

Step 18: Student Type. Choose your student type - options are undergraduate on-campus, undergraduate online, and graduate.

Step 19: Indicate the semester and year in which you plan to start your internship hours. Example is: Fall 2026. You must include the semester (Fall, Spring, Summer) and the year in your response.

Step 20: Indicate the semester and year in which you will have the academic internship course show up on your schedule. Example is: Spring 2026. Oftentimes, this is different than the semester in which you start your internship hours. You must include the semester (Fall, Spring, Summer) and the year in your response. You should have this course already scheduled with your academic advisor at the time of the internship application, so that you can input this response correctly.

Step 21: Location of Internship (Full Address). List the full mailing address (street, city, state) of your internship employer; if you will be working remotely in the internship, you will still include the location of the employer.

Step 22: Internship Title. Include your internship title here; an example of an internship title is Marketing Intern, Public Tax Intern, etc. If you do not have a specific internship title, you can put Intern.

Step 23: Approximate Internship Start Date. We know that this may change slightly as you get closer to your official start time, but list your tentative start date.

Step 24: Approximate Internship End Date. We know that this may change slightly as you get closer to the end of your internship, but list your tentative end date.

Step 25: Is the internship paid of unpaid? Choose paid if your internship is paid hourly or through a stipend; choose unpaid if you are not receiving payment for the internship.

Step 26: Hourly Rate or Stipend (if paid). If you are receiving payment for the internship, include your hourly rate or overall stipend here. If you are not receiving payment, skip this question.

Step 27: Approximate total internship hours. Include the approximate number of hours that you will be working in the internship overall. Keep in mind that 150 hours is equivalent to 3 credit hours, and that Forensic Psychology majors are required to complete 300 hours for 6 credit hours.

Step 28: Emergency Contact. List the name, relationship and contact phone number for your emergency contact throughout the next three questions.

Step 29: Are you an international student (F-1 Visa)? If you are an international student, select yes. If you are not an international student, select no.

Step 30: If you are an international student, select I agree to the next question regarding **meeting with the DSO**. If you are not an international student, select does not apply.

Step 31: Internship Description. Copy and paste your internship description into this section. A few words about what you are doing in the internship will not suffice, as this is what your Faculty Mentor will be using to officially approve or decline the internship. Providing a detailed internship description will help you to get the internship approved for academic credit.

Step 32: Once done, click **Next Page** in the bottom right corner.

Step 33: The second page of the internship application will then display. You will start at the General Section where it reads **Internship Application Student Agreement**. The information above the General Section has been carried over from your first page, so you can leave it as is.

Read through the declaration, student participation agreement, and the nondiscrimination policy. Click on the checkbox below each to agree to the statements and electronically sign the internship application student agreement.

Step 34: Once finished, click **Submit an experience**.

AFTER SUBMITTING THE INTERNSHIP APPLICATION

Notify your Site Supervisor and Faculty Mentor that you have submitted the internship application in Handshake. The internship application will first go to your Site Supervisor for approval and once they approve it, it will go to your Faculty Mentor for approval. This is all done electronically and automatically. Please make sure that your Site Supervisor and Faculty Mentor are aware that your internship application has been officially submitted, so that they can keep an eye out for the approval email in their Inbox, but they should also check their Junk, Other, and Spam folder. You will be notified once your internship application has been approved by your Site Supervisor and Faculty Mentor. Your internship application is not complete until both of those reviewers approve your internship application.

Career Services will be reviewing your application prior to officially launching the approval process, which will take anywhere from 0 to 48 business hours. If we do find an issue with your application, we will reach out to you directly.