

Creating an Internship Experience in Handshake (Ugrad PubPol)

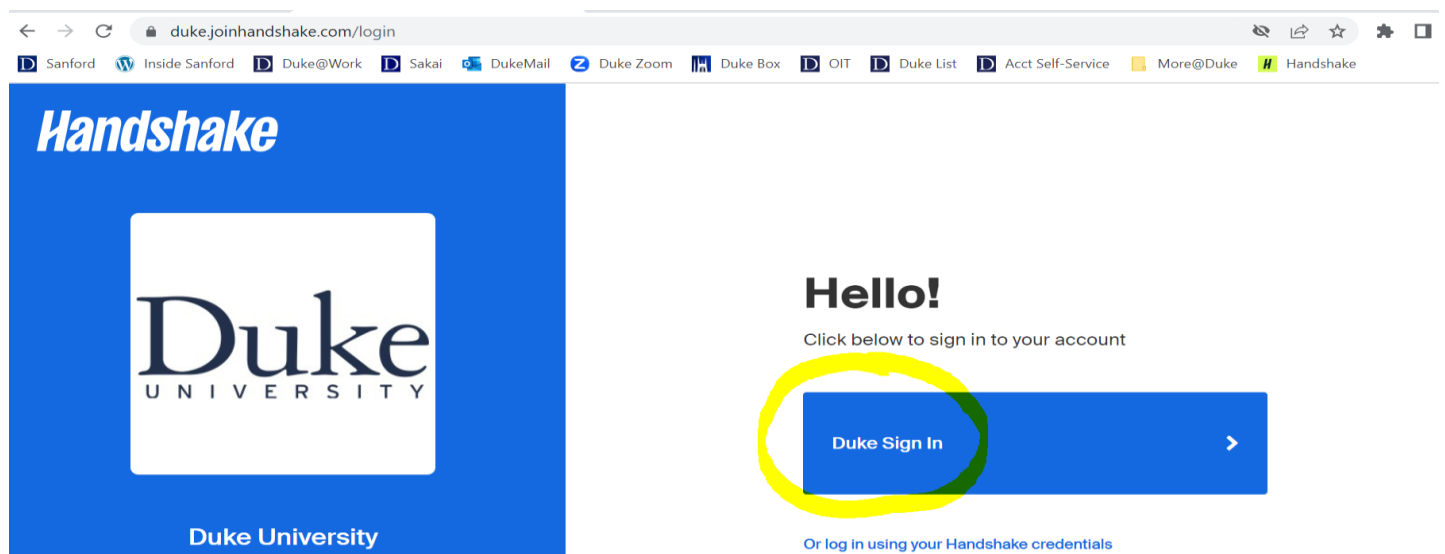
To complete the **Sanford Internship Experience Approval form in Handshake**, you will need:

1. your internship offer letter, including:
 - a. your internship start and end dates (exact date, month – exact date, month),
 - b. your number of hours per week,
 - c. your salary (hourly/weekly/monthly; indicate “0” if no salary),
 - d. your internship duties,
 - e. name and title of official offering you the internship.
2. your internship workplan (drafted by intern, approved by supervisor), including:
 - a. your internship detailed objectives,
 - b. your internship tasks,
 - c. your internship projects,
 - d. your internship outputs,
 - e. your internship products.
3. your internship start and end dates (exact date, month – exact date, month),
4. your number of hours per week and total number of weeks,
5. your internship salary (hourly/weekly/monthly; indicate “0” if no salary),
6. your internship modality (in-person, hybrid, or remote) and location,
7. your internship supervisor’s name and email address.

You will not be able to save the form and return to it, so it is important to have everything you need when you begin. **This entire form will be reviewed by your work supervisor and Sanford Undergraduate Internship Director.**

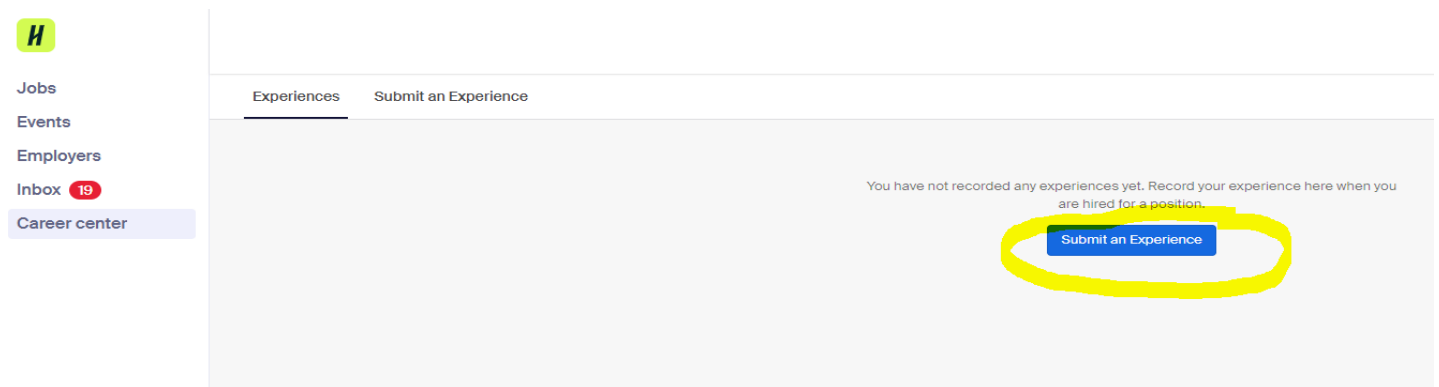
To Begin

Login to your Handshake account using your Duke NetID Single Sign-On (see below) and navigate to Internship Experiences by using this link: <https://duke.joinhandshake.com/experiences>



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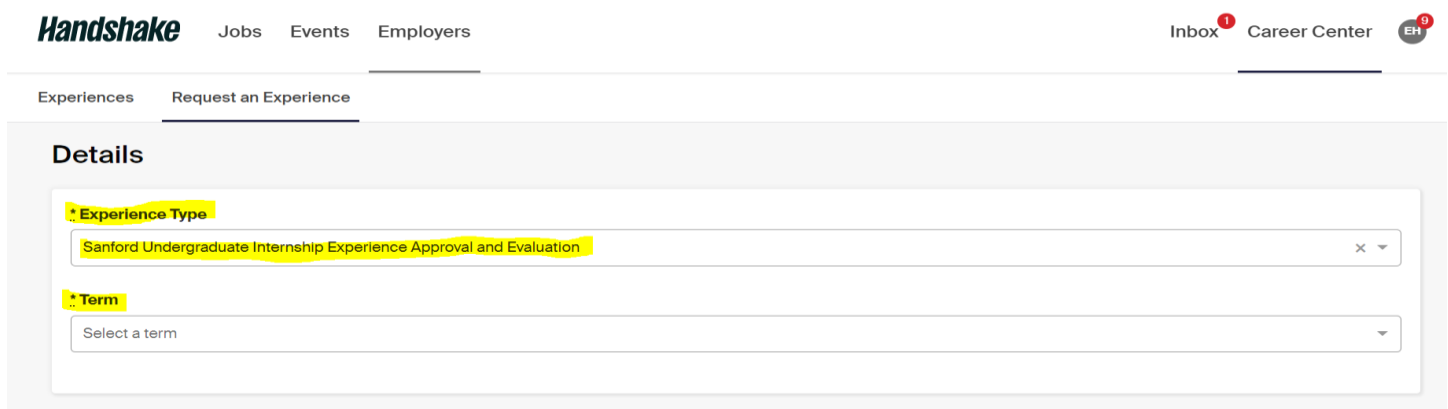
Choose the blue “Submit an Experience” button.



Fill out every field in the form, **whether it is marked as required or not.**

First Section: Details

Select “Sanford Undergraduate Internship Experience Approval and Evaluation” under “Experience Type” and choose the appropriate term (see below).



Second Section: Employer

For “Employer,” make sure that you select the correct employer and location. Many organizations have similar names, and some organizations have multiple locations. It is important that you fill out every field in this section, whether it is marked as required or not.

Third Section: Job

For “Job,” type in “Intern” (see below).

For most students, the “Job Type” is “Internship,” and the “Employment Type” is “Full-Time” (see below). If you are unsure about this section, ask your Sanford Career Services Internship Advisor.

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Fill out every field, whether it is marked as required or not.

The screenshot shows a form for creating a job experience. The fields are as follows:

- Job:** A dropdown menu with "Intern" selected.
- Department:** An empty text input field.
- Date:** Two date pickers with the format "yyyy-mm-dd".
- Job Type:** A dropdown menu with "Internship" selected.
- Employment Type:** A dropdown menu with "Full-Time" selected.
- Salary:** A field with a dollar sign icon and an empty input area.

Fourth Section: Approvers

Your "Sanford Career Services Advisor" is either Suz Allen or Elise Goldwasser.

If your last name begins with A-J or you are a Duke in DC student, enter Suz Allen's information. Her email address is suz.allen@duke.edu. Once you enter her email, her information should populate in the rest of the form. If it does not, double check her email and make sure you entered it correctly.

If your last name begins with K-Z, you are a varsity athlete, or are enrolled in Bass Connections, enter Elise Goldwasser's information. Her email address is elise.goldwasser@duke.edu. Once you enter her email, her information should populate in the rest of the form. If it does not, double check her email and make sure you entered it correctly.

Reviewer contact information

Sanford Career Services Internship Advisor (Last Name A-J: Suz Allen or Last Name K-Z: Elise Goldwasser)

* Email Address

suz.allen@duke.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name

[Suz](#)

[Allen](#)

For the next field, enter your supervisor's information (see below). **Make sure their email is entered correctly, since all communications will go to this address.** This person will receive your internship approval document and your internship evaluation, so it is important that you enter the person who will reliably complete these steps by the deadline.

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Supervisor at Internship Site (Person who will oversee your day-to-day work)

* Email Address

hwo@org.org

An approver with this email address does not exist. Please fill out the following fields to create one.

* Name

Helen

Org

Title

Director of Human Resources

Phone Number

919-000-0000

Fifth Section: General

The first question in this section is the **Duke University Sanford School of Public Policy's Internship Agreement**. The full text from the agreement is included at the end of this document so you can review it before filling out the Sanford Internship Experience Approval form.

You do not need to complete the last question in this section (see below) if you are not traveling outside of the U.S. to complete your summer internship. If you are traveling outside of the U.S., you must register your travel with Duke University.

When you are finished, click on the green "Submit an experience" button in the bottom right corner (see below).

General

International Travel Registry

All Duke travelers, including all students, are required to register any Duke-related travel outside of the United States. Copy and paste your registry confirmation email into the text box. Register here: <https://travel.duke.edu/>

[Go Back](#)

* indicates required field

Submit an experience

Final Steps

Once you have submitted your request, your Sanford Undergraduate Internship Director will review your form. They will reach out to you if anything needs to be adjusted. Once the request is approved, you will receive a notification via an email from Handshake.

The request will then be sent to your internship supervisor via an email from Handshake. It is important that you communicate with your supervisor so that they are aware **the email will come from Handshake (handshake@notifications.joinhandshake.com) and not an @duke.edu email address.**

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When your supervisor has approved the request, you will receive an email from Handshake notifying you that your Internship Experience Approval form has been approved. If awarded, your internship funding will not be released until your internship supervisor approves your Internship Experience.

You and your supervisor will receive Internship Experience Evaluation forms from Handshake via email on April 15 for an academic year internship (Duke in DC or Bass Connections), or September 5 for a summer internship. This email will come from Handshake (handshake@notifications.joinhandshake.com) and not an @duke.edu email address. You and your supervisor must submit those evaluations to complete the Internship Experience and meet your graduation requirement no later than April 15 for an academic year internship (Duke in DC or Bass Connections), or September 5 for a summer internship. Late submissions will delay your next semester course registration.

Duke University Sanford School of Public Policy Internship Agreement

Student ("You") are filling out this form to formally register the internship experience. You intend to participate in it as required for your academic program with the Sanford School of Public Policy ("Internship"). As a condition of Sanford recognizing your Internship experience, You are required to carefully read the language in this box, and just below this box, to use the radial buttons to state whether You understand, accept, and agree to the terms herein, or not. If You do not, Sanford will not recognize your Internship experience as part of your Duke education.

You agree that You voluntarily, and of your own free will, chose the entity that You will be interning with ("Internship Provider"), even if Duke provided assistance and advice while You made your choice.

You acknowledge that the use of the word "employer" or "employee" in this form does not mean that You are an employee of the Internship Provider – and You acknowledge your obligation to determine the nature of your legal relationship with the Internship Provider, including to determine if You are an employee, volunteer, or agent.

You agree that Duke is not a party to the legal relationship between You and the Internship Provider – that there is no legal relationship between You and Duke in relation to the Internship - and that Duke bears no responsibility for any acts or omissions taken by anyone who is associated with the Internship, even if Duke provides assistance and advice to You or the Internship Provider.

You knowingly assume all risks of harm that You might incur during or as a result of the Internship, including without limit, the risk of sexual or other harassment and the risk of physical or emotional harm.

In return for Duke University agreeing to recognize your Internship experience as a part of your Duke education, and having read and understood the statements in this Box, You voluntarily agree to the following:
To RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE Duke University, its affiliates, trustees, officers, employees, or agents, and all other persons or entities involved in the Internship (hereinafter referred to as "RELEASEES") for any liability, claim, and/or cause of action arising out of or related to any loss, damage, injury, or harm of any sort, including death or imprisonment, that may be sustained by you, or for loss or damage to any property belonging to You that occurs as a result of (1) You participating in the Internship, (2) You traveling to or from any site in connection with the Internship.

Your intent and agreement in signing this waiver and release of liability is that the terms of the waiver and release shall bind any person asserting rights on Your behalf, or any person otherwise asserting claims by or through You, including a spouse, domestic partner, family members, heirs, assignees, and personal representatives.

The release, waiver, discharge, and covenant not to sue as expressed in this waiver and release is given pursuant to the Uniform Contribution Among Tortfeasors Act, North Carolina General Statutes Section 1B et seq. It is Your intention to not only release any and all claims against RELEASEES, but to also relieve RELEASEES from any liability to make contribution to other tortfeasors on account of any claims.