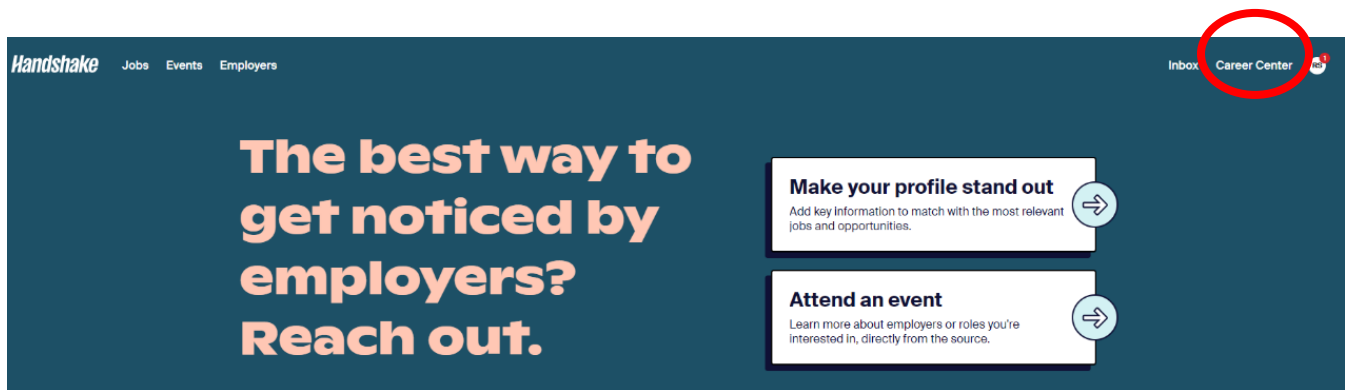




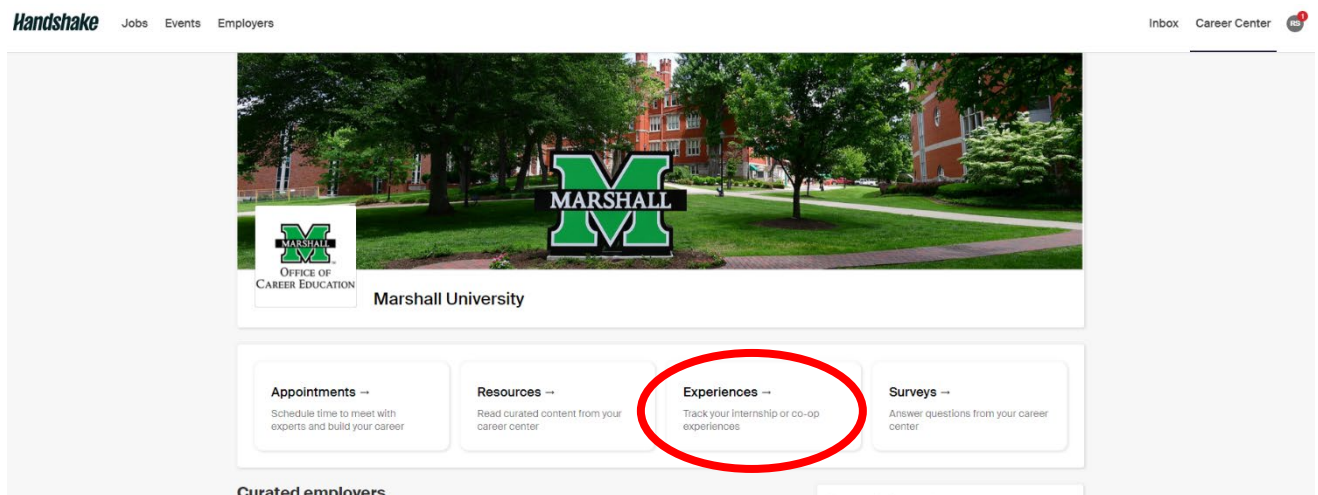
OFFICE OF  
CAREER EDUCATION

## Requesting an SOJMC Internship Experience in Handshake (Spring 2024)

1. From your MyMU, under “Student Self-Service,” select the “Resources and Tools” drop-down menu and select **Handshake** or navigate to <https://marshall.joinhandshake.com/stu>.
  - a. If you have never used Handshake, you will need to login with your Marshall single-sign on credentials and activate your account. Handshake will ask you some basic information during this process.
2. From the main Handshake landing page, select “Career Center” in the top left corner.



3. From the Marshall University “Career Center” page, select the third option, “Experiences” from the navigation menu.



4. On the next page, click the blue “Submit an Experience” button.
5. For “Experience Type,” select “SOJMC Student Internship (Spring 2025).”
6. For the “Term,” select “Spring 2025 - Full Term (SOJMC Only).”
7. Enter the requested information for the entire form.
  - a. Under the “Approvers” section, list the email for the “Internship Site Direct Supervisor.” This is the email for the person who will be your DIRECT SUPERVISOR where you will be working, not Dr. Goodman. Not answering this question correctly can delay your request.
8. Submit the form.

### What’s Next:

- After you submit your request, your supervisor will fill out a similar form to verify the information that you provided.
- The entire internship request will be reviewed by Dr. Allyson Goodman. Once the experience is fully approved, Dr. Goodman will register you for the course.
- Be sure to check your Marshall email for correspondence from Dr. Goodman throughout the semester. You will also receive an email from Handshake to complete a required midterm evaluation.