

ILA SUBMISSION GUIDE

Follow these steps to submit your Internship Learning Agreement (ILA) through Handshake.

01 **Navigate to Career Center**

Be prepared with the following information

- Site Supervisor Contact Information
- Faculty Reviewer Email
- Internship dates, hours and job description

Go to the Handshake homepage and log in with your university credentials:

<https://joinhandshake.com>

02 **Navigate to Career Center**

On the left navigation panel, locate and click on “Career Center” to access career services options.

03 **Select Experience Tab**

Click on the “Experience” tab to view internship and experience submission options.

04 **Submit an Experience**

Click “Submit and Experience” then select “Semester ILA”, (Ex: Fall 2026) for experience template and “Semester” term.

05 **Complete Form Details**

Fill out employer details, job information and reviewer contact details (student, site supervisor, faculty); then submit to commence approval process.

06 **Approval Process**

Career Services initiates approval → Student fills out agreement → Site Supervisor reviews & signs → Faculty reviews & signs → Career Services issues final approval.

You will receive email notifications at each stage of approval process.

