

ENGINEERING Career Services

HOW TO SUBMIT AN EXPERIENCE ON HANDSHAKE (CO-OP/INTERN)

Please follow these directions if you are a student enrolling in ENCO for a co-op/internship. If you are an international student, please use the CPT directions and not these instructions.





1131 Glenn L Martin Hall | University of Maryland | College Park, MD 20742 http://careerengr.umd.edu | 301-405-3863 | careerengr@umd.edu

SUBMITTING AN EXPERIENCE CONT.

		Choose "ENGR ENCO Approval for Co-op/ Internship".	
Experiences Subm	it an Experience		
	Details		
	Experience template ENGR ENCO Approval for Co-op/Inter		
ENGR ENCO Approval for Co-op/Internship			
	ENGR ENCO Enrollment for CPT UNIV099: Internship Seminar - Learning Contract		

		Select the appropriate term for your		
•	Term	internsnip.		
	Select a term		•	,
	Summer 2023			
	Winter 2024			
þ	Fall 2023			

	Begin filling out the form.	
Organization		
*Organization		
Engineering Firm		× -
Organizations may be an employer, institution, or program.		
*Location		
1131 Martin Hall		
Industry		
Select an industry		-
* Phone number		
410-410-4100		
*Email		
careerengr@umd.edu		

SUBMITTING AN EXPERIENCE CONT.

* Experience	
Internship	X *
Experiences may be specific jobs, internships, or other learning opportunities.	
Department	
*Date	
2023-07-10	
Experience type	
Select an experience type	Ŧ
Employment type	
Select an employment type	*
* Salary	
\$ 20.00	
Payperiod	
hourly monthly	
⊖ yearly	
0// 1	
Offer date	
yyy-mm-aa	
Offer accepted	
O Yes	
O Undecided	
Note that this box automatically	
Z Add experience to profile?	
8	
General	
	We have created a sustem form with
About You	We have created a custom form with
About You	We have created a custom form with several pages to capture additional
About You * UID Number	We have created a custom form with several pages to capture additional required information. Click "Next
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About You * UID Number * Degree BS	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
About You * UID Number * Degree BS MS	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
About You UID Number Degree BS MS PhD	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
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About You * UID Number * Degree BS MS PhD * Major	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
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About You UID Number Degree BS MS PhD Major Expected Graduate Date (MM/YY)	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
About You * UID Number Degree BS MS PhD * Major Expected Graduate Date (MM/YY)	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
About You UID Number Degree BS MS PhD Major Expected Graduate Date (MM/YY)	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
About You UID Number Degree BS MS PhD Major Expected Graduate Date (MM/YY)	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
About You UID Number Degree BS MS PhD Major Expected Graduate Date (MM/YY) My GPA is at least a 2.0 (for B.S.) or 3.0 (for M.S./PhD)	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
About You UID Number UID Number BS BS BS MS PhD Major Expected Graduate Date (MM/YY) My GPA is at least a 2.0 (for B.S.) or 3.0 (for M.S./PhD) Yes No	We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.
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SUBMITTING AN EXPERIENCE CONT.

eneral	
About Your Supervisor	
* Supervisor Name	
Veronica Perrigan	
Supervisor Title	
Director	
Director	Go Back Next Pa

General	
About the Job	
* Is this a virtual/remote position?	
Yes	
○ No	
* How did you find this job?	
	Go Back Next Page

Academic Advising	
Complete this section if you are partic Joes not pertain to you, write "N/A".	ipating in two consecutive co-op semesters or if your GPA for the semester immediately preceding the co-op experience is 2.0 or lower. If this section
By typing out my FULL name belo	w. I confirm that I will upload an attachment to this Experience that specifies my academic advisor's approval to participate in a co-op. if I
am participating in two consecutiv o you, write "N/A".	e co-op semesters, or my GPA for the semester immediately preceding the co-op experience is 2.0 or lower. If this section does not pertain

General

ENCO Enrollment

ENCO Agreement (You MUST read the information at the following link before completing this page): go.umd.edu/engrencoagree (Do not sign this PDF; your signature is needed on the next screen)

* By typing out my FULL name below, I confirm I have read the Student Agreement at the link go.umd.edu/engrcoopagree and agree to pay \$78 to UMD in Fall/Spring for ENCO 099 and \$30 in Summer II/Winter to enroll in ENCO 098.

Lizzy Solovey

General		
Offer Letter		
Please note you MUST upload your Offer	Letter under the "Attachments" section on the next screen.	
* By typing out my FULL name below, I	confirm I understand the requirements for uploading my offer letter.	
Lizzy Solovey		
		Go Back
* indicates required field	Once you complete all the pages in the form, click "Submit an experience".	Subnernexperience
rcce	ssfully created.Successfully added work experience to profile	

icce	ccessfully created.Successfully added work experience to profile			
	TERM	Details	Comments and Activity	Learning Objectives
	Testing Term Template	M Student		
You will arrive at this screen next. Remember to upload		ad lovey	CURRENT SCHOOL Masters	LYEAR
your offer letter under the "Att	ty of Maryland - College Park			
complete, further instructions will be provided to you via				
Handshake/email notifications.			SALARY \$15.00 (hourly)	
		RENT Y	rent EXPERIENCE TYPE Y Internship - Part-Time	
	PDF(0/3 K8)	06/08/2023	ACCEPTANCE DAT Unknown Time	E
	New Attachment		END DATE 06/30/2023	
		Organization		
		organization Test Job	LOCATION College Park, Ma	LOCATION College Park, Maryland, United States
		PHONE 4102582547	EMAIL company@emai	Loom

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