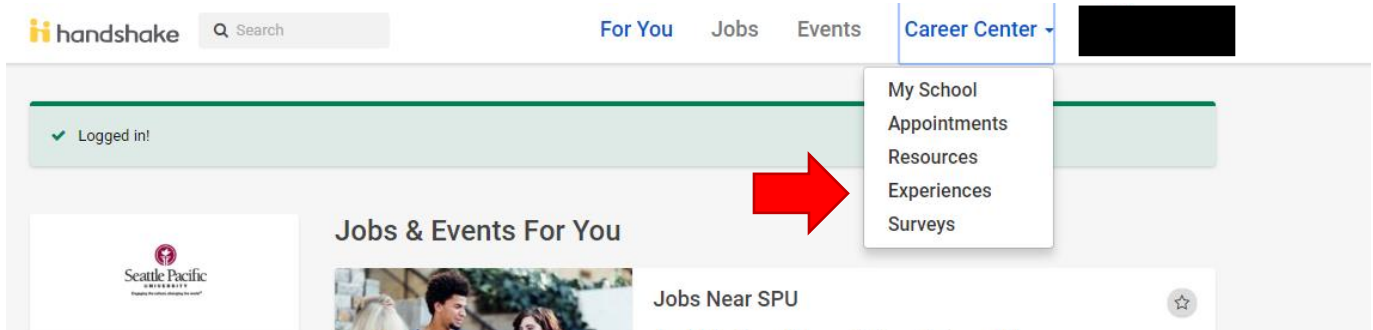


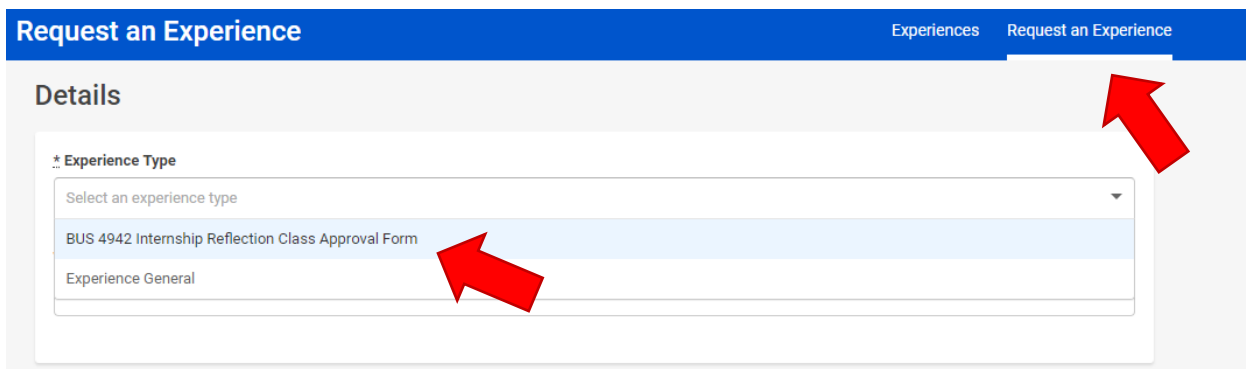
BUS4942 Internship Class Approval Form—Handshake Instructions

The approval form for BUS4942 has gone digital! Please see below for instructions on how to fill out the form on [SPU Handshake](#).

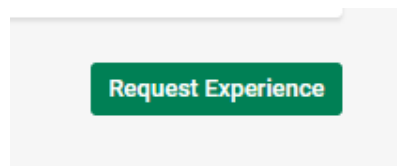
1. Login to your SPU Handshake account.
2. Click on “Career Center” at the top of the page.
3. Click on the “Experiences” in the drop-down.



4. Click on the “Experiences” in the drop-down.
5. Click on “Request and Experience” and select the “BUS4942 Reflection Class Approval Form”.



6. Complete and submit the form.



Once you have submitted the form, the Internship Coordinator will initiate the approval process. Approvals take place sequential- first your site supervisor and finally the Internship Coordinator will approve and give you permission to register for credit.

You can view you internship and the progress of your approval by clicking on “experiences” from the “Career Center” tab at the top of the page.

If you have any questions please email BUS4942@spu.edu