



THE UNIVERSITY OF TEXAS AT DALLAS  
School of Natural Sciences and Mathematics

## NSM Internship Registration Workflow

1

Meet with your NSM academic advisor to review your degree plan and determine the applicability of internship credit on your degree plan. International students should also consult with the ISSO Office to clarify visa rules and restrictions ([isso.utdallas.edu](http://isso.utdallas.edu)).

2

Research potential employers/organizations through Handshake and other resources. Schedule an appointment with the NSM Career Success Center to help with your search ([nsm.utdallas.edu/careers](http://nsm.utdallas.edu/careers)).

3

Set up a meeting with the employer/organization and identify a supervisor. Meet with the supervisor and obtain a job description, an offer letter from the supervisor, and establish a minimum of 3 learning objectives for the semester.

4

Log into Handshake ([utdallas.joinhandshake.com/edu](http://utdallas.joinhandshake.com/edu)) and complete the request for approval. You will need to complete the application and upload a signed offer letter and job description. Allow 7-10 days to hear back from the University Career Center.

5

Upon approval, the UCC will contact the NSM Career Success Center who will register you for the appropriate course. Be sure and complete the above steps before the last day of regular registration.

6

Begin your internship on the day agreed upon in your offer letter. You will hear from your UTD course faculty supervisor via eLearning or MS Teams when classes begin.