

Request an Experience (as a Student)

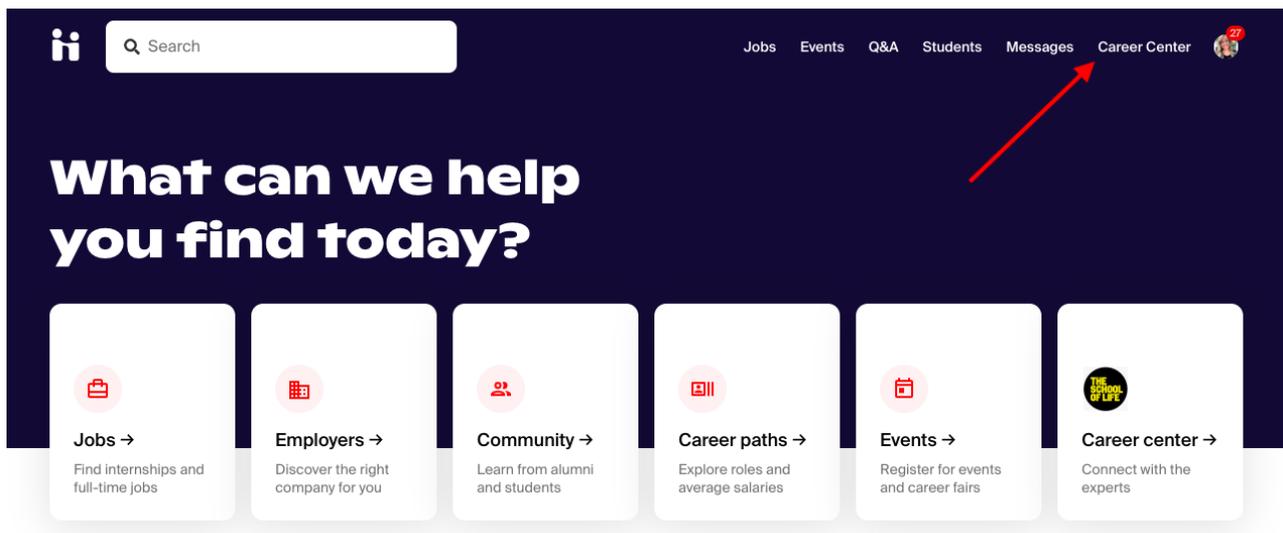
An Experience in Handshake is a way to submit an internship for approval (for Academic Credits) by your internship coordinator. Once you submit an Experience, you can manage and view approvals and evaluations through Handshake

USE THIS LINK TO SUBMIT A NEW INTERNSHIP FOR APPROVAL:

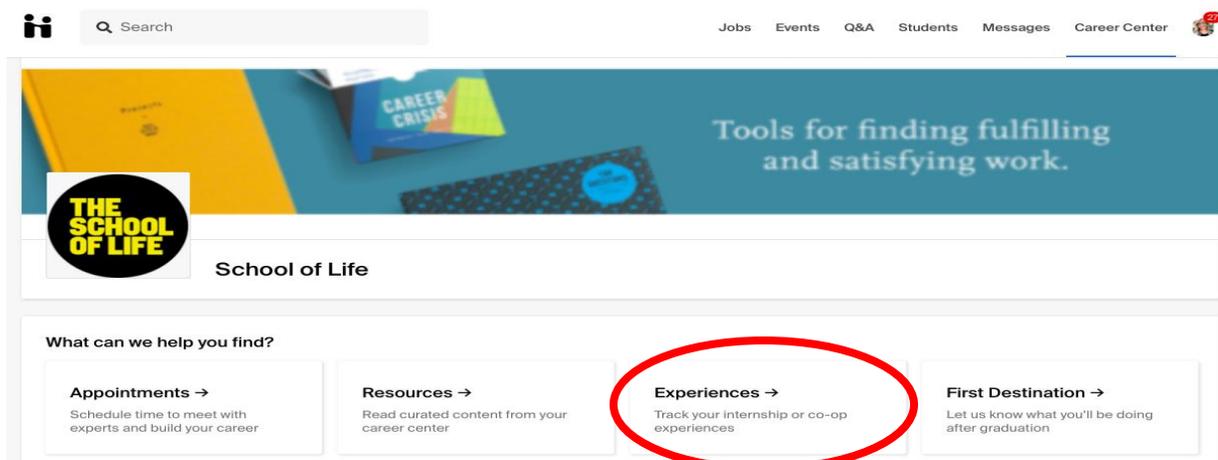
<https://app.joinhandshake.com/experiences>

To Request an Experience

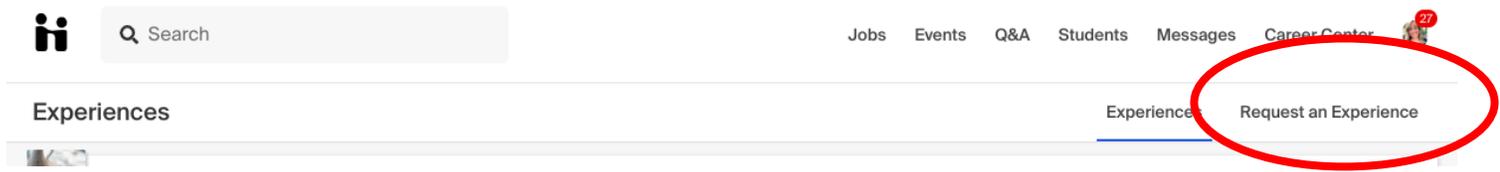
1. Click on **Career Center** in the upper-right corner of your screen.



2. Click on **Experiences** from the Career Center page.



3. Click on **Request an Experience**, located toward the upper-right, under your account icon.



4. Choose the relevant Experience Type and Term. **Select College of Business & the semester you plan to Intern Example: CCOB Fall 2021 Internship.** Each school creates their own set of Experience Types and Terms, so reach out to your Career Center if you are not sure which one to select.

A screenshot of the Experience selection form. It features two dropdown menus. The first dropdown is labeled 'Term' and has 'Spring 2019' selected. The second dropdown is labeled 'Experience Type' and has 'Communication Internship' selected. Below the dropdowns, there is a 'Details' section.

5. Enter the employer details for your Experience.

A screenshot of the Employer details form. The form is titled 'Employer' and contains several fields: 'Employer' (with 'Handshake' selected), 'Location' (with '2601 Mission St, San Francisco, CA 94110, USA'), 'Industry' (with 'Internet & Software' selected), 'Employer Phone Number', and 'Employer Email Address'. There is a note below the Employer field: 'If you do not see your employer please type your own'.

6. Enter the job details for your Experience.

Job

* Job

Product Intern

x ▼

If you do not see your job please type your own

Department

Product

Date

2019-06-01



>

2019-08-31



Job Type

Internship

x ▼

Employment Type

Full-Time

x ▼

Salary

\$ 20

Pay Period

hourly

monthly

yearly

Offer Date

2019-04-04



Offer Accepted

yes

no

undecided

7. Enter the Approvers for your Experience: **Employer Site Supervisor & Faculty Supervisor**

Approvers

Supervisor

* Email Address

ben@jhandshake.com

An approver with this email address does not exist. Please fill out the following fields to create one.

* Name

Ben

C

Title

Head of Product

Phone Number

(555) 555-5555

8. Answer the custom questions set by your school

9. Select **Request Experience** in the bottom right corner of the page to complete the Experience request process. You will then see that your Experience has been successfully created and is pending approval from your Career Center.



Request Experience

You will also receive a confirmation email once your Experience has been submitted.

Once your experience has been approved, you can stay connected to the career center & CCOB Internship Coordinator by communicating in the comments section and view evaluations from the reviewers involved.