

How to Request DMCA 499 Internship on Handshake

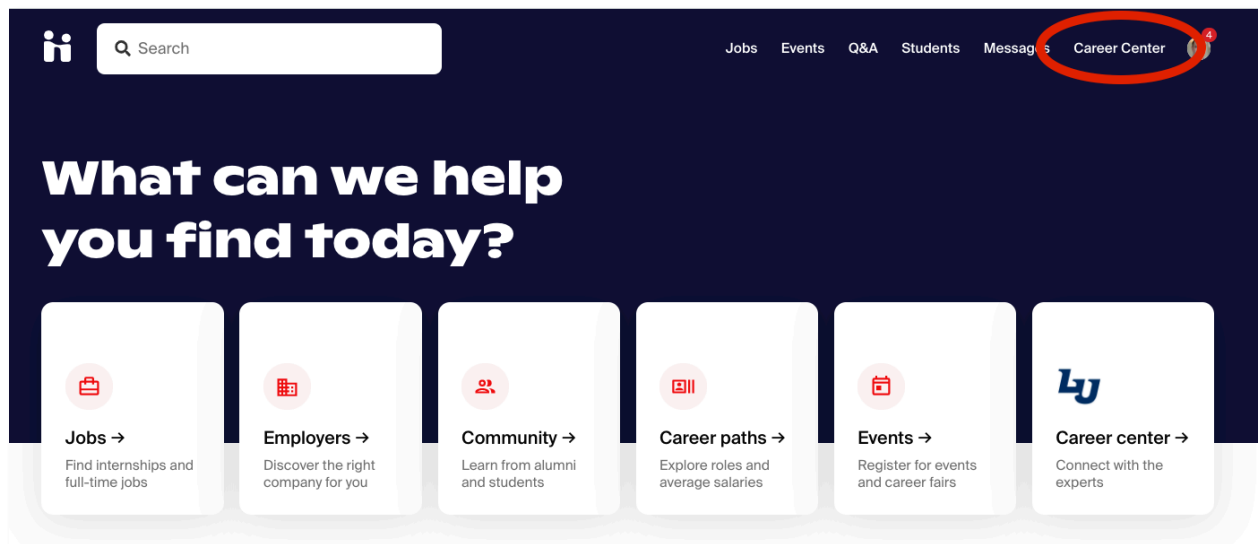
Make sure you have touched base with your Faculty Internship Advisor before beginning this process. Prof. John Rost - dmca499@liberty.edu

Step 1: Sign into your Handshake account

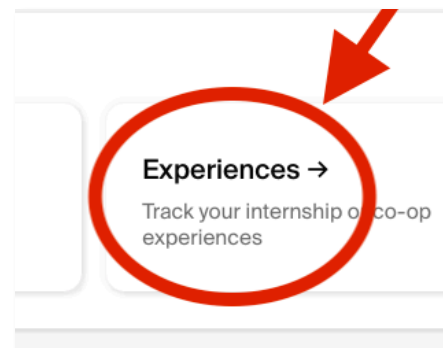
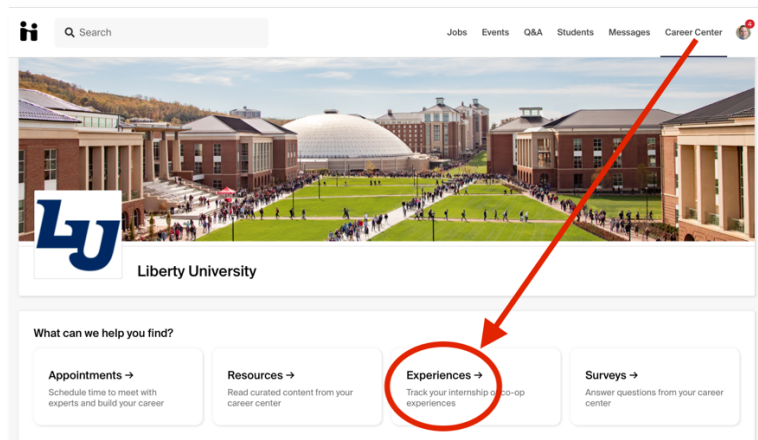
<https://liberty.joinhandshake.com/>

(*If you have never signed in before, no problem! You have an account, you just need to claim it. Handshake will ask you some questions to get you started, but then you are good to go).

Step 2: Click on “Career Center” on the top right corner:

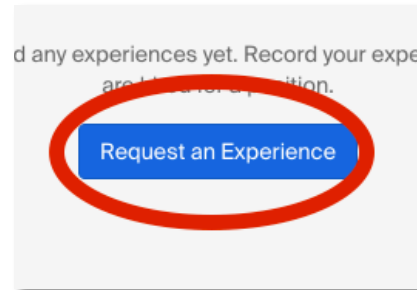
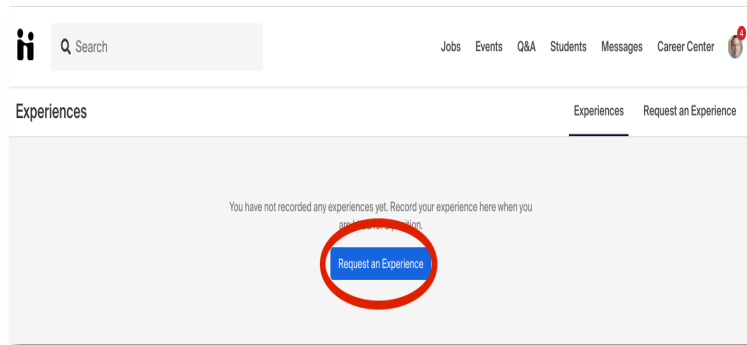


Step 3: Once you are on the Career Center page, click on “Experiences.”

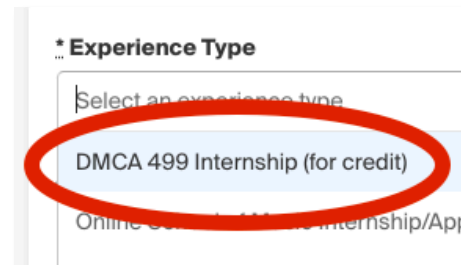
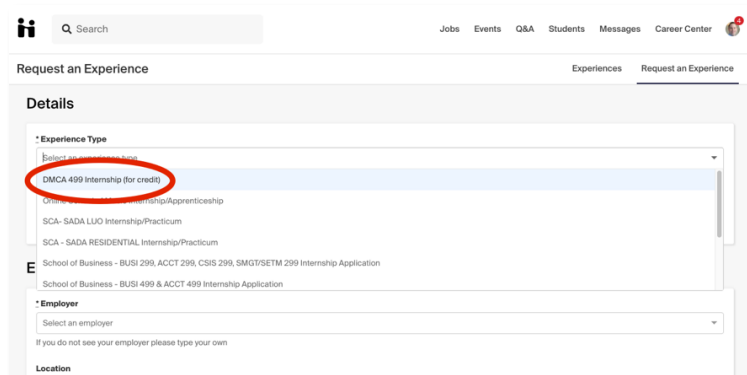


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Step 4: Once on the Experiences page, click “Request an Experience.”



Step 5: Make sure to select DMCA 499 (internship for credit) as your Experience Type.



(*Please make sure you fill out ALL the required information, and if you do not know how to answer something, please email your faculty internship advisor). **Make sure all Site Supervisor contact information is correct. A wrong email address will stop your application from being approved.**

Step 5: Submit your Experience for approval. Your application will then enter a period of review. **It may take up to 5 business days before your Site Supervisor receives an email requesting their approval.**