

How to Request DMCA 499 Internship on Handshake

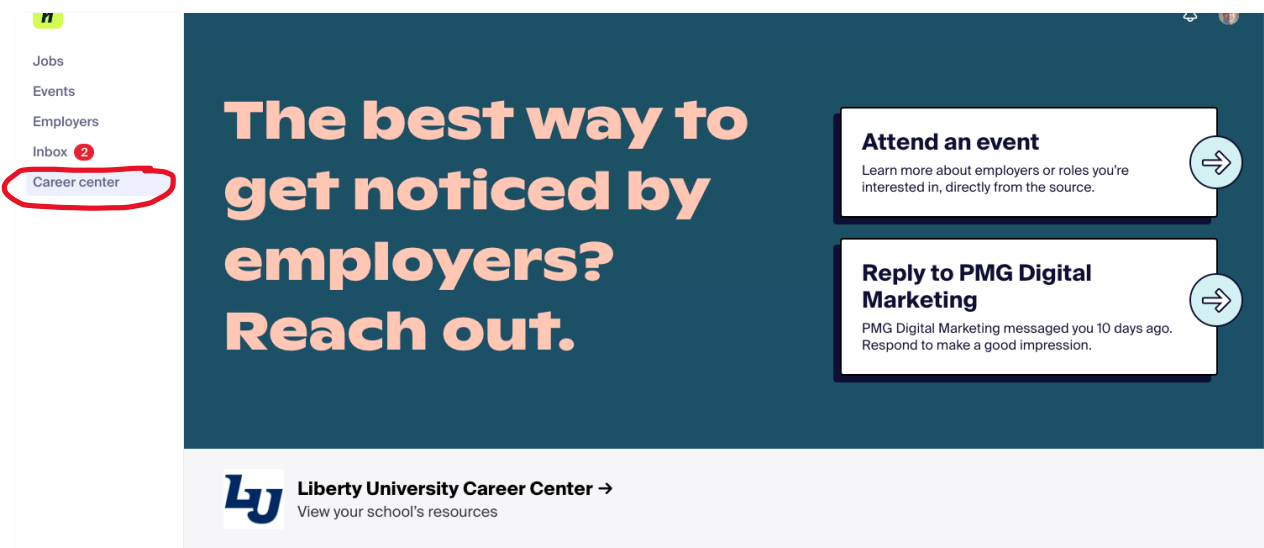
Ensure you have touched base with your Faculty Internship Advisor before beginning this process if you have questions about the appropriateness of your internship for students in your major. Prof. John Rost - dmca499@liberty.edu

Step 1: Sign into your Handshake account

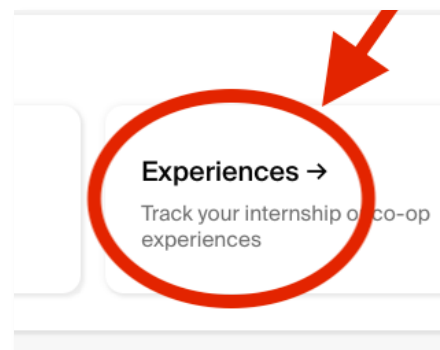
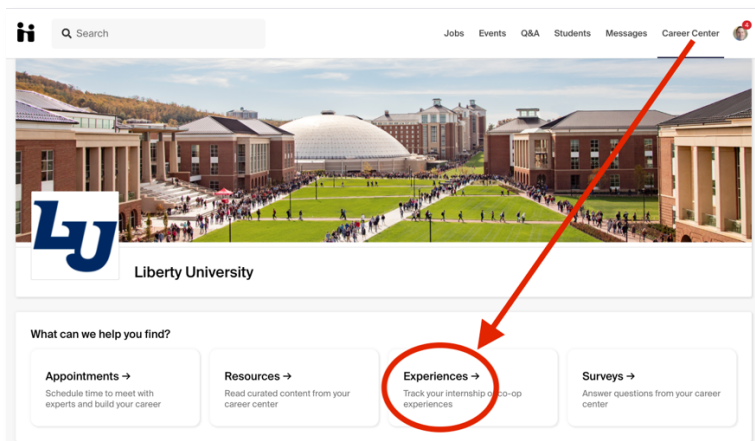
<https://liberty.joinhandshake.com/>

(*If you have never signed in before, no problem! You have an account, you 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 left panel:

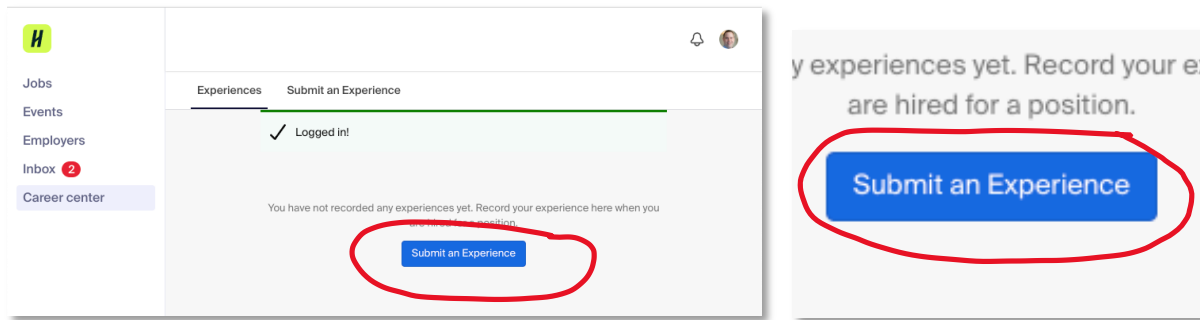


Step 3: Once on the Liberty University Career Center page, click "Experiences."

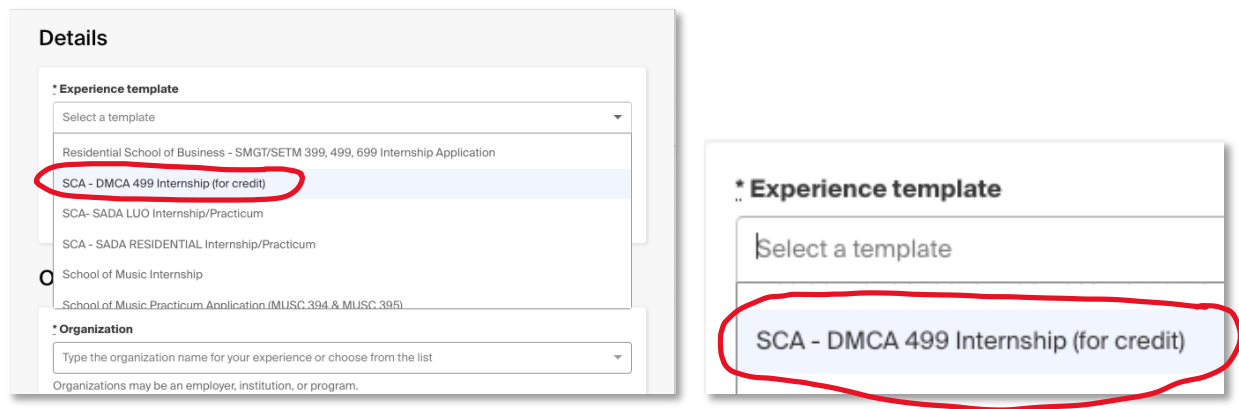


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Step 4: Once on the Experiences page, click “Submit an Experience.”



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



(*Please ensure you fill out ALL the required information; 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.

If you run into questions, please contact Prof. John Rost at dmca499@liberty.edu