# 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 - <u>dmca499@liberty.edu</u>

### 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."



# How to Request DMCA 499 Internship on Handshake

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

H	\$ <b>(</b> )	y experiences yet. Record your e
Jobs	Experiences Submit an Experience	are hired for a position.
Events Employers	✓ Logged in!	are fined for a position.
Inbox 2		Submit an Experience
Career center	You have not recorded any experiences yet. Record your experience here when you	
	Submit an Experience	

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

Details	
* Experience template	
Select a template	·
Residential School of Business - SMGT/SETM 399, 499, 699 Internship Application	
SCA - DMCA 499 Internship (for credit)	* Experience template
SCA- SADA LUO Internship/Practicum	
SCA - SADA RESIDENTIAL Internship/Practicum	Select a template
School of Music Internship	
School of Music Practicum Application (MUSC 394 & MUSC 395)	
* Organization	SCA - DMCA 499 Internship (for credit)
Type the organization name for your experience or choose from the list	SCA - DIVICA 499 Internship (for credit)
Organizations may be an employer, institution, or program.	

1

(\*Please ensure you fill out <u>ALL</u> 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. <mark>It</mark> <mark>may take up to 5 business days before your Site Supervisor receives an email requesting their</mark> approval.

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