

How to Request and Internship for Credit – Handshake

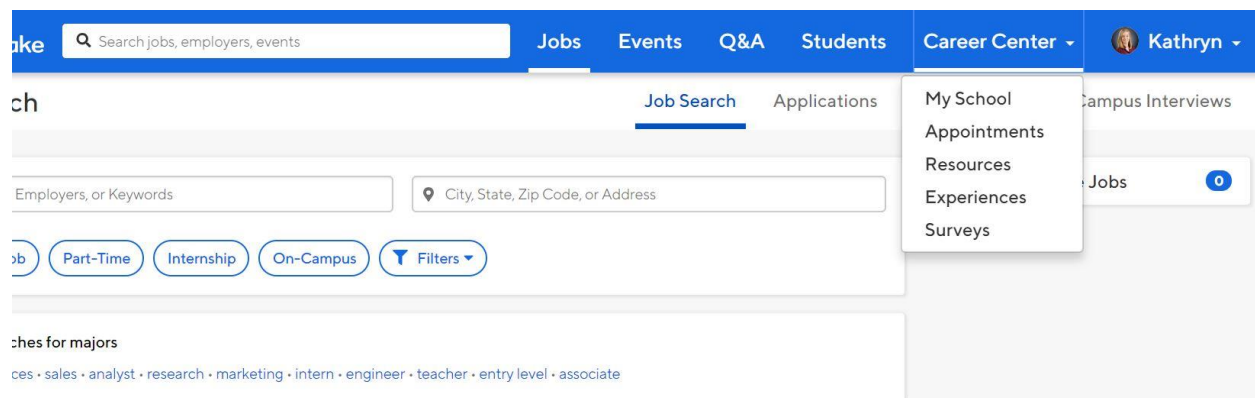
Make sure you have touched base with your Faculty Internship Advisor before beginning this process.

Step 1: Sign into your Handshake account

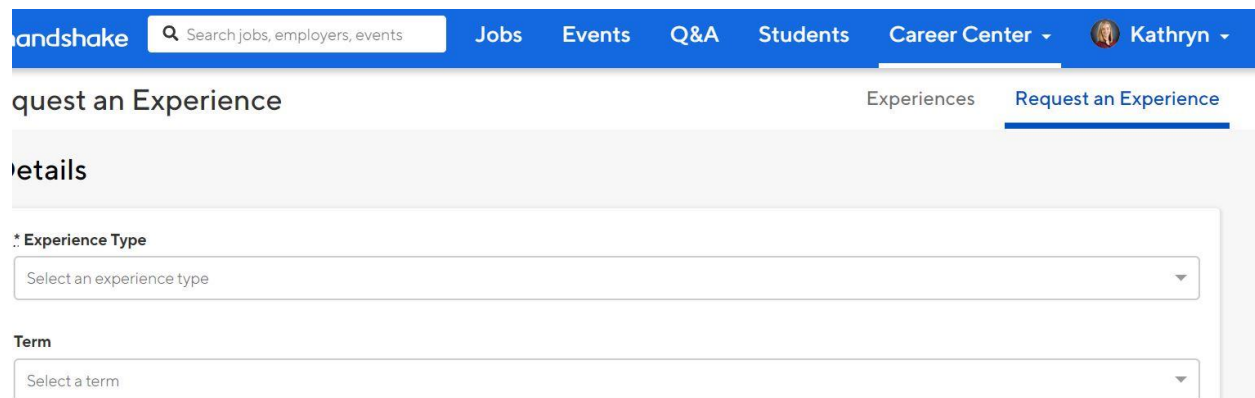
<https://liberty.joinhandshake.com/>

(*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: Go to “Career Center” on the top right hand corner and click “Experiences” from the drop down.

A screenshot of the Handshake website's top navigation bar. The bar is blue with white text. On the left is a search bar with the placeholder text "Search jobs, employers, events". To its right are links for "Jobs", "Events", "Q&A", "Students", and "Career Center". The "Career Center" link has a dropdown arrow. To the right of the navigation bar is a user profile icon for "Kathryn" with a dropdown arrow. The dropdown menu for "Career Center" is open, showing options: "My School", "Appointments", "Resources", "Experiences", and "Surveys". The "Experiences" option is highlighted. Below the navigation bar, there is a "Job Search" section with input fields for "Employers, or Keywords" and "City, State, Zip Code, or Address". There are also filter buttons for "Part-Time", "Internship", "On-Campus", and "Filters".

Step 3: Once you are on the Experiences page, click on “Request and Experience”

A screenshot of the Handshake website's "Request an Experience" page. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a "Request an Experience" section. The "Experiences" link is active, and the "Request an Experience" link is highlighted. Below the links, there is a form with two dropdown menus. The first dropdown menu is labeled "Experience Type" and has the text "Select an experience type". The second dropdown menu is labeled "Term" and has the text "Select a term".

Step 4: Fill out the details requested, and make sure to select the appropriate Internship Application as your Experience Type.

(*Please make sure you fill out ALL the required information, and if you don't know how to answer something, please email your faculty internship advisor)

Step 5: Submit your Experience for approval.