

How to Request and Internship for Credit – Handshake

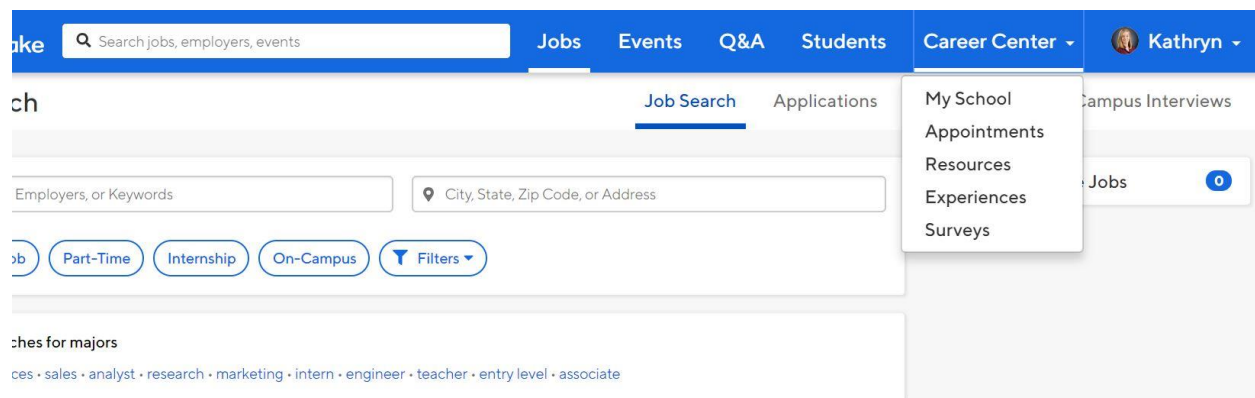
Make sure you have touched base with your Faculty Internship Advisor before beginning this process.

Step 1: Sign into your Handshake account

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

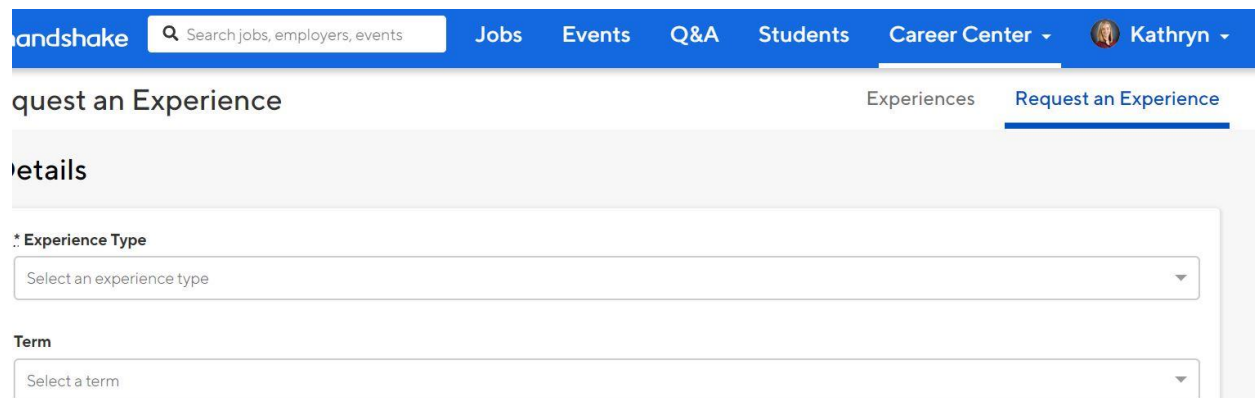
(*If you have never signed in before, no problem! You have an account, you just need to claim it. Handshake will ask you some questions to get you started, but then you are good to go).

Step 2: Go to “Career Center” on the top right hand corner and click “Experiences” from the drop down.



The screenshot shows the Handshake website interface. At the top, there is a search bar and navigation tabs for Jobs, Events, Q&A, Students, and Career Center. The Career Center dropdown menu is open, showing options: My School, Appointments, Resources, Experiences (highlighted), and Surveys. Below the navigation, there are search filters for Employers, Keywords, City, State, Zip Code, or Address, and buttons for Part-Time, Internship, On-Campus, and Filters. There are also tags for various majors and roles like sales, analyst, research, marketing, intern, engineer, teacher, entry level, and associate.

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



The screenshot shows the 'Request an Experience' form on the Handshake website. The form has two dropdown menus: 'Experience Type' with the placeholder text 'Select an experience type' and 'Term' with the placeholder text 'Select a term'. The 'Request an Experience' button is highlighted in the top navigation bar.

Step 4: Fill out the details requested, and make sure to select the correct internship (ex. SMGT/SETM 399, 499, 699 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 using the emails found on the following website: <https://www.liberty.edu/business/internship-program/>)

Step 5: Submit your Experience for approval.