

## How to Request an Internship for Credit – Handshake

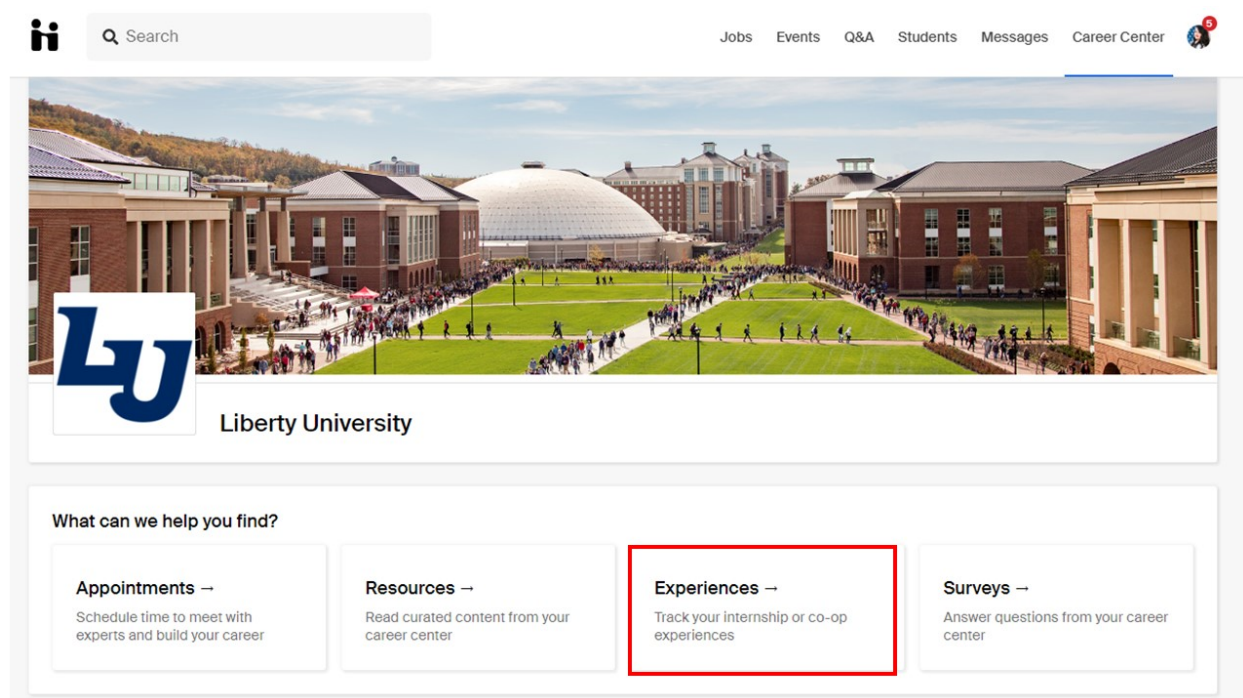
Make sure you have touched base with your Faculty Internship Advisor before beginning this process.

### Step 1: Sign into your Handshake account

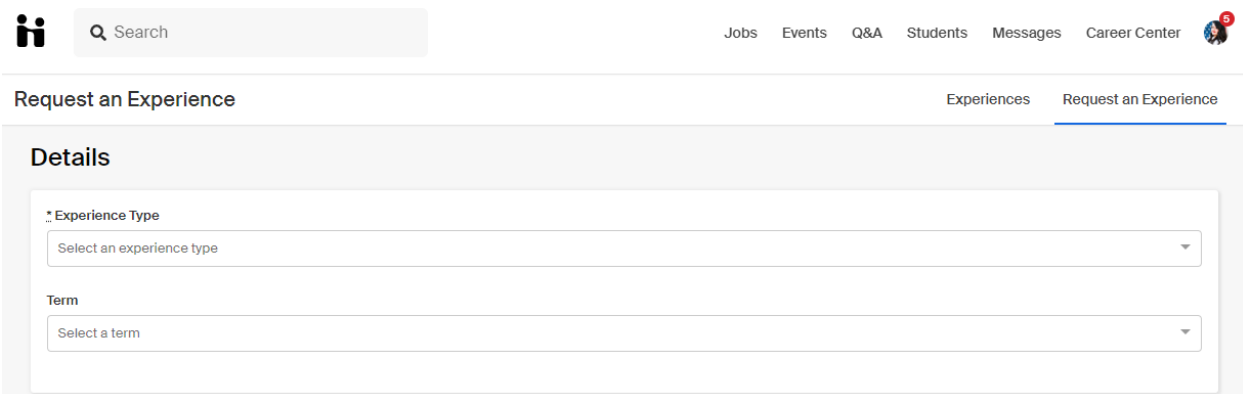
<https://liberty.joinhandshake.com/>

*(\*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 on “Experiences” listed below.



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



**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. This also includes selecting online versus residential.

(\*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.