

Congratulations on accepting your experience, internship or research opportunity! If you are also planning to earn elective credit, or request Honors credit, please follow these steps:

- a. Name and contact email of your experience/research site supervisor,
- b. Physical address of your site (even if working remotely)
- c. Name and contact email of your faculty sponsor/instructor
- d. Faculty sponsor's academic department
- e. Subject and course number of your internship or research class
- f. (optional) email from your instructor discussing the class

Submit an Experience in [Handshake](#) (also accessible under [MySLU Tools](#)).

Step by step screenshots are below.

[\(skip to end of screenshots\)](#)

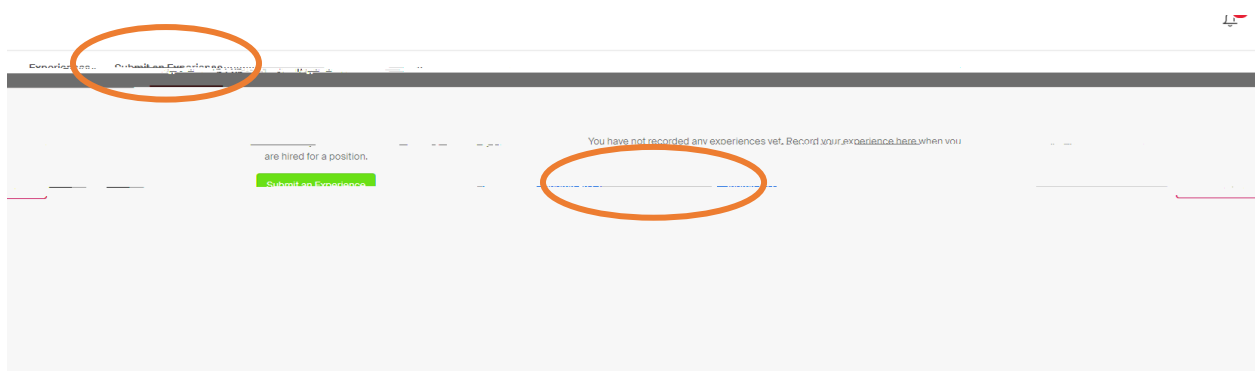
Within Handshake, go to Career Center on the left-hand navigation menu:



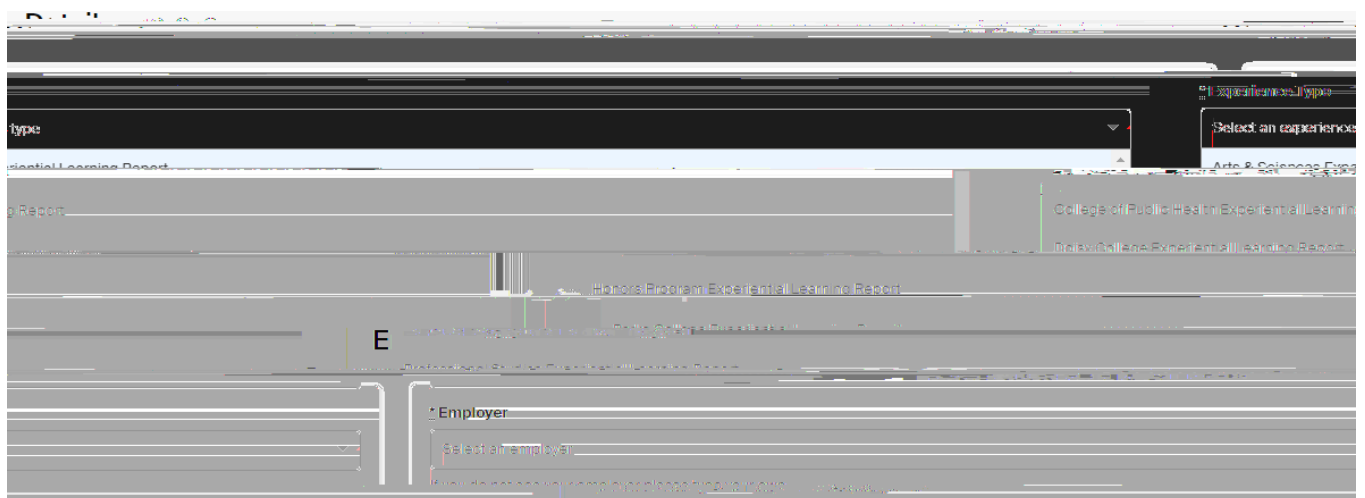
Select the Experiences option



Select either option labeled Submit an Experience to start the process. Any current or past experience requests will appear on this screen as well.



Begin by selecting your school or college and the semester in which the internship happens



As you fill in the Experience Request form, it will collect employer information first (experience site/research lab, etc.):

The screenshot shows the 'Employer' section of a form. It includes a search bar with a dropdown arrow, a text input field containing 'Example Employer', and a note: 'If you do not see your employer please type your own'. Below this are fields for 'Location' (containing 'St. Louis, Missouri, United States'), 'Industry' (a dropdown menu with 'Select an industry'), and 'Employer Phone Number'. At the bottom, there is an 'Employer Email Address' field containing 'username@example.com'.

Then job-specific information:

The screenshot shows the 'Job' section of a form. It includes a search bar with a dropdown arrow containing 'Experiential Learning Intern'. Below this is a text input field with the note: 'If you do not see your job please type your own'. The 'Department' field contains 'Scholarly Engagement'. The 'Date' field is empty. The 'Job Type' field is empty. On the right side, there is a sidebar with 'Employment Type' (a dropdown menu with 'Part-Time'), 'Salary' (a field with '\$' and '15'), 'Pay Period' (radio buttons for 'hourly', 'monthly', and 'yearly', with 'hourly' selected), 'Offer Date' (a calendar icon and the date '2022-05-06'), and a 'Yes/No/Undecided' section with radio buttons, where 'Yes' is selected.

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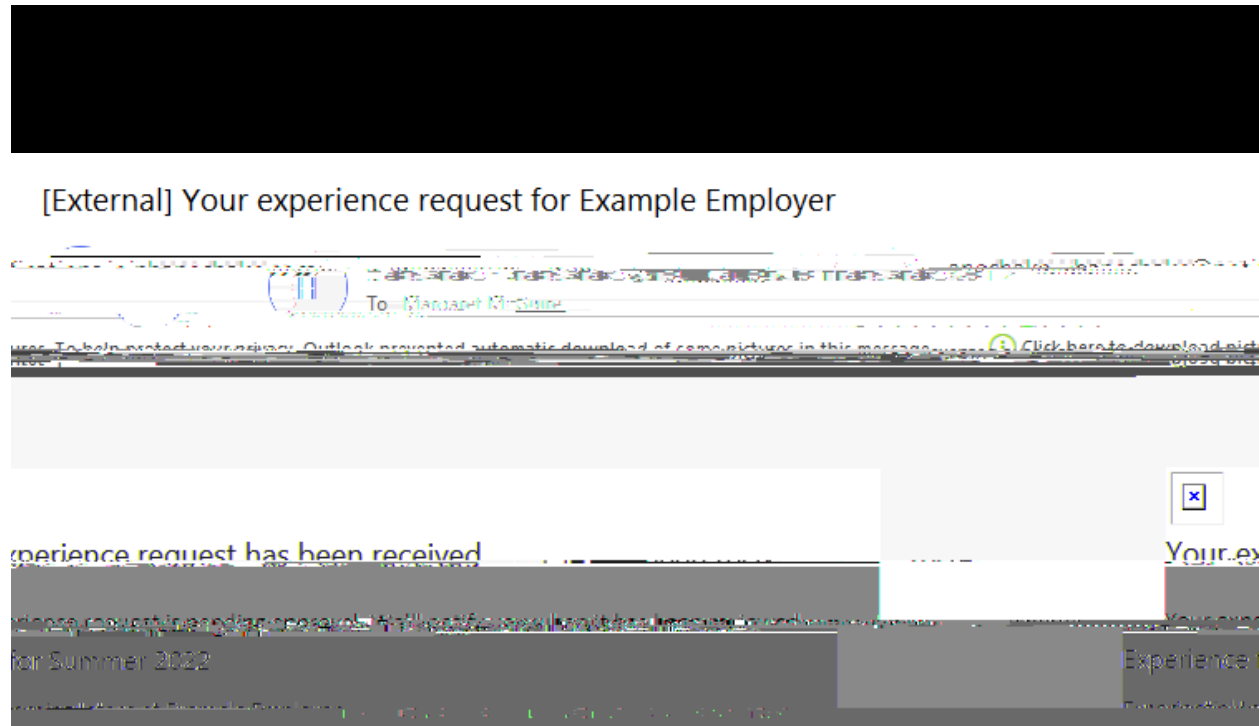
If your experience is for-credit, you'll enter class and instructor information on Credit and Coursework page of the survey. If seeking Honors credit, an additional page will populate for the Honors information.

This screenshot shows a survey form titled "Questions related to an internship for credit". The form includes a dropdown menu for "Subject and course number you are to be enrolled in:" with the value "ENR 101" selected. Below this is a text input field for "Instructor/Faculty Sponsor Name" containing "Instructor Of Record". Another text input field contains "Center for Billiken Excellence". At the bottom, there are two radio button options: "No, not yet" and "Almost (working on module 4 or 5)". A "Next Page" button is highlighted in blue at the bottom right.

All experiences, regardless of credit/non-credit status, will need the additional employer info requested on the final page of the survey. When finished, click the green button to submit.

This screenshot shows a survey form titled "Employer/Internship Site Info" with the subtitle "Questions related to the site where experiential learning is taking place". It includes a text input field for "Site Supervisor Name" and another for "Site Supervisor's Email Address" containing "SiteSuper@example.com". There are radio button options for "Yes" (selected) and "No". A checkbox at the bottom is labeled "My learning site has informed me that I will be required to provide my own transportation." and is checked. A "Next Page" button is highlighted in green and circled in orange at the bottom right.

You'll receive the below confirmation message as well as an email to your SLU account:



If you have an email from your instructor discussing the course, you can add it as an attachment to speed up the approval process. You are also encouraged to upload your offer letter, if you received one.

