

Registering for an elective internship-for-credit

Congratulations on accepting your internship! If you are also planning to earn elective credit, please follow these steps:

Collect information on your internship site/employer and faculty sponsor

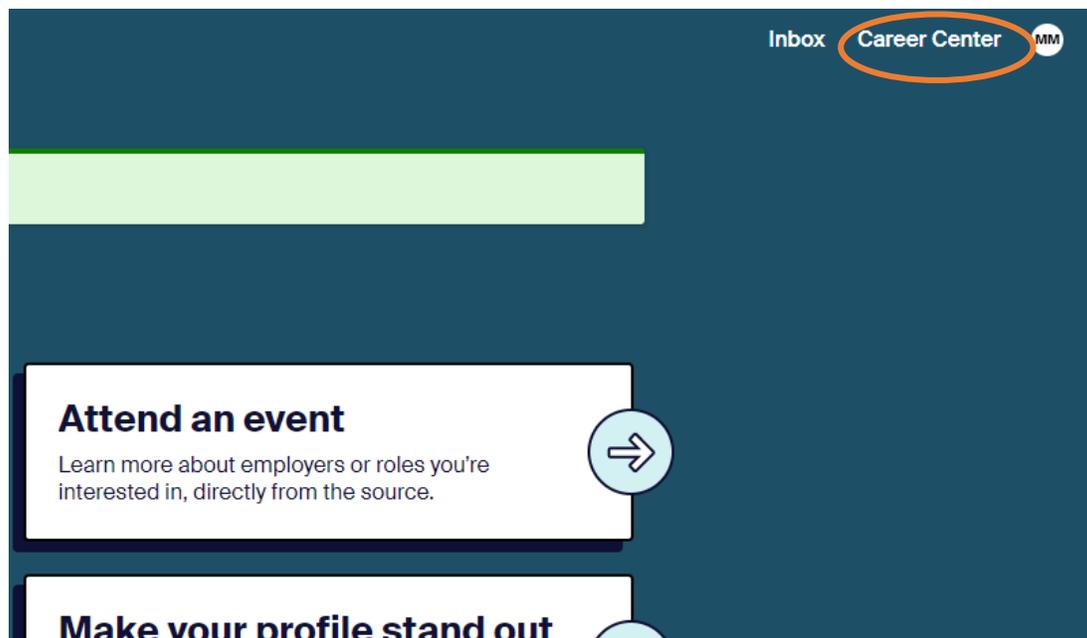
- a. Name and contact email of your internship site supervisor,
- b. Internship/employer physical address (even if working remotely)
- c. Name and contact email of your faculty sponsor/instructor
- d. Faculty sponsor's academic department
- e. Subject and course number of your internship class

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

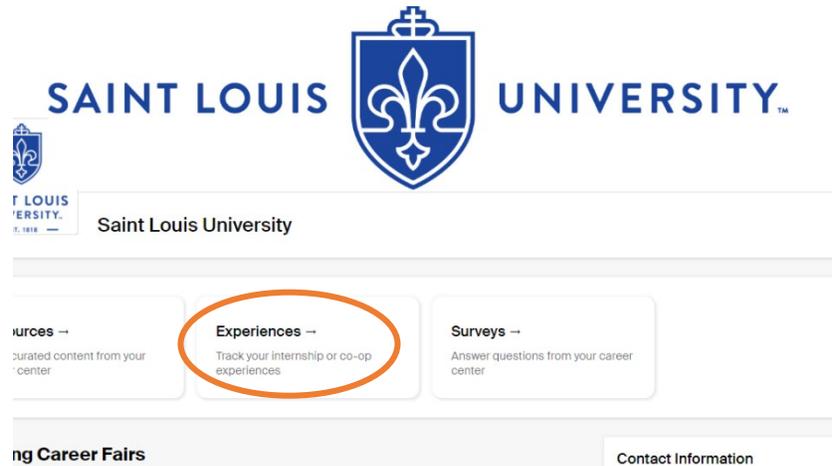
Step by step screenshots are below.

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

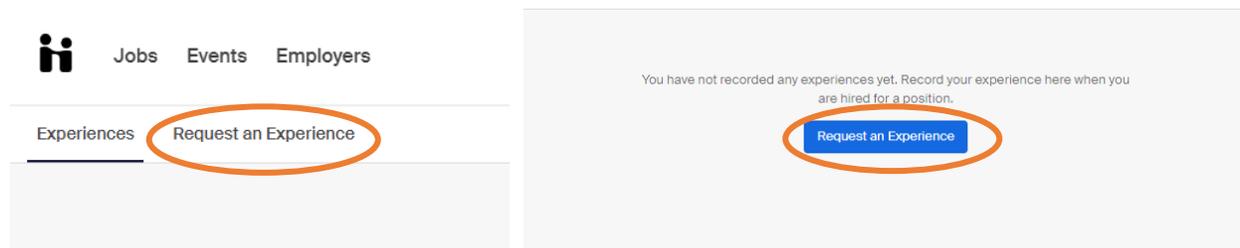
Within Handshake, go to Career Center in the upper right corner



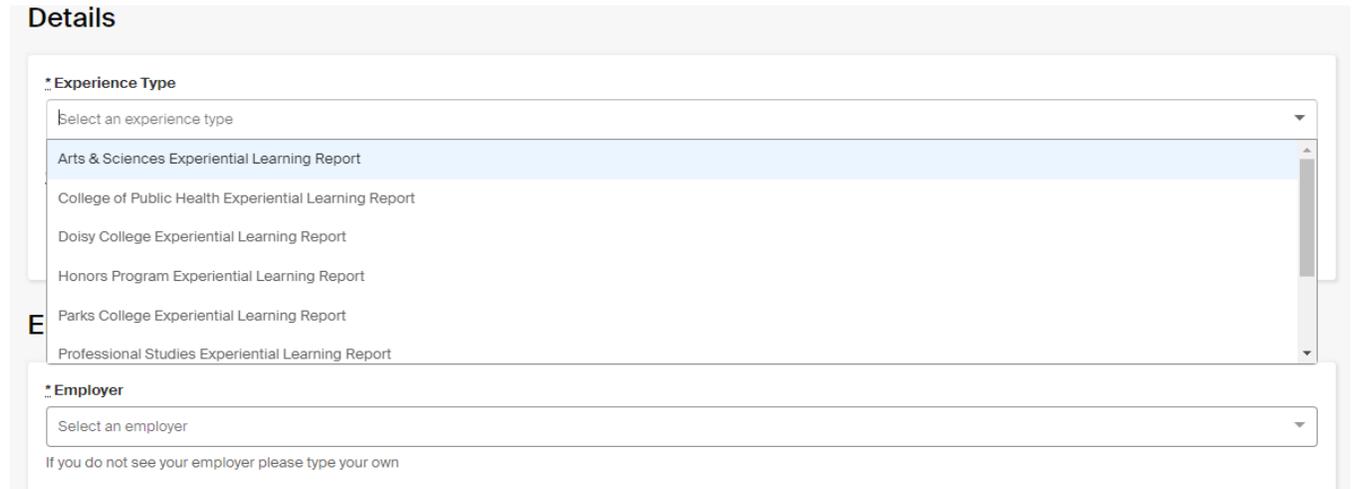
Select the Experiences option



Select either option labelled Request 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 term in which the internship is taking place



As you fill in the Experience Request form, it will collect employer information first (internship site/company info):

Employer

Employer
Example Employer x ▾
If you do not see your employer please type your own

Location
St. Louis, Missouri, United States

Industry
Select an industry ▾

Employer Phone Number
1234567890

Employer Email Address
username@example.com

Then job-specific information:

Job
Experiential Learning Intern x ▾
If you do not see your job please type your own

Department
Scholarly Engagement

Date
2022-05-16  > 2022-08-31 

Job Type
Internship x ▾

Employment Type
Part-Time x ▾

Salary
\$ 15

Pay Period
 hourly
 monthly
 yearly

Offer Date
2022-05-06 

Offer Accepted
 Yes
 No
 Undecided

And finally approver (faculty sponsor) information:

Approvers

Instructor/Faculty Sponsor (If non-credit, please enter career_services@slu.edu.)

* Email Address

An approver with this email address does not exist. Please fill out the following fields to create one.

* Name

Title

Phone Number

The survey will start at the bottom of the page with the General Info section.

General

General Info

General information on your internship

* Please indicate your specific experience type:

- Internship
- Co-op
- Practicum
- Clinical
- Undergraduate Research
- Field Placement

* City and State where work is being performed (if working remotely, enter your current location).

* Will you be working remotely?

- Yes, fully remote
- Yes, hybrid (mix of remote and in-person)
- No, fully in-person

* Is this experience being completed for credit?

- Yes
- No

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If you indicate that the internship is for credit, Handshake will prompt you to enter information on class and instructor.

If you indicate that the internship is not for credit, it will skip to the last page of the survey.

If your internship is for-credit, you'll enter class and instructor information on this page of the survey:

General

Credit and Coursework

Questions related to an internship for credit

* Subject and course number you are to be enrolled in:

SUBJECT 3910

* Instructor/Faculty Sponsor Name

Instructor Of Record

* Instructor/Faculty Sponsor's Academic Department

Center for Billiken Excellence

* If your instructor requires the Billiken Career Launch modules, have you completed them?

- Not applicable
- No, not yet
- Almost (working on module 4 or 5)
- Yes, modules 1-5 completed

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All internships, 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.

General

Employer/Internship Site Info

Questions related to the site where experiential learning is taking place

* Site Supervisor Name

Site Supervisor

* Site Supervisor's Email Address

SiteSuper@example.com

My learning site has made me aware of their photo/videography policy and how it applies to the use of my likeness in images.

- Yes
- No

I have signed a copy of the photo/videography policy at my learning site.

- Yes
- No

My learning site has informed me that I will be required to provide my own transportation.

- Yes
- No
- My position is fully remote

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* indicates required field

[Request Experience](#)

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

✓ Experience was successfully created. Successfully added work experience to profile.

TERM
Summer 2022

Details Comments and Activity Learning Objectives

[External] Your experience request for Example Employer

 Handshake <handshake@notifications.joinhandshake.com>
To Margaret McGuire

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Your experience request has been received

Your experience request is pending approval. We'll notify you when it has been reviewed.
Experience for Summer 2022
Experiential Learning Intern at Example Employer

If you have a copy of your offer letter handy, please add it as an attachment to your experience request:

✓ Experience was successfully created. Successfully added work experience to profile.

TERM
Summer 2022

TEMPLATE
Arts & Sciences Experiential Learning Report

Attachments

New Attachment

Details Comments and Activity Learning Objectives

 **Student**

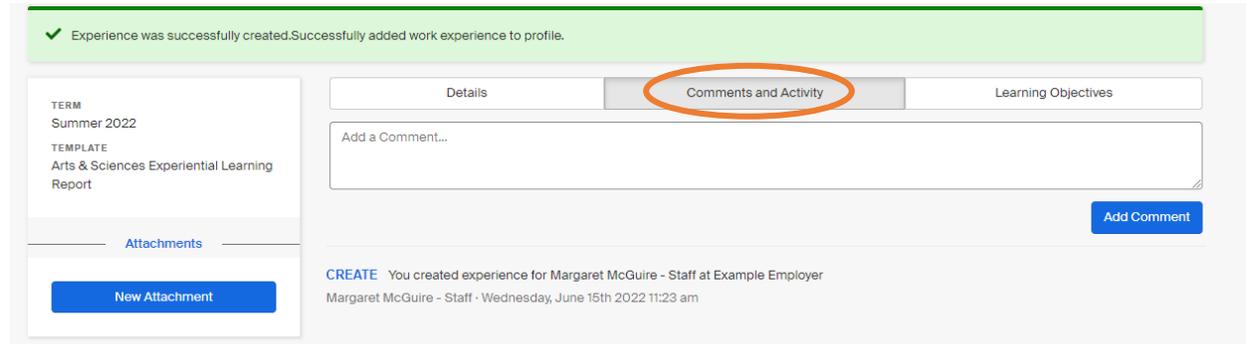
NAME	Margaret McGuire - Staff	CURRENT SCHOOL YEAR	N/A
SCHOOL	Saint Louis University		

Job

TITLE:	Experiential Learning Intern	SALARY	\$15.00 (hourly)
DEPARTMENT	Scholarly Engagement	JOB TYPE	Internship - Part-Time
INDUSTRY		ACCEPTANCE DATE	05/06/2022
START DATE	05/16/2022	END DATE	08/31/2022

Next steps or editing

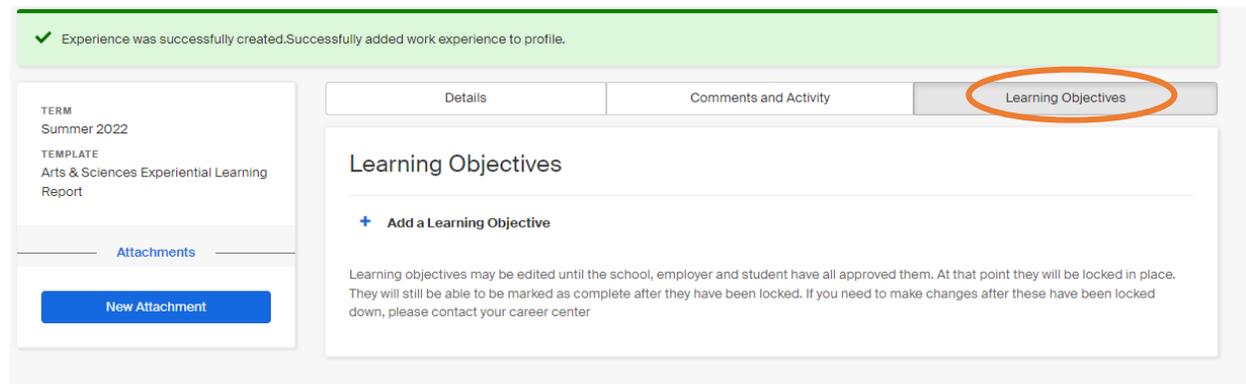
If you need to add comments or corrections, use the Comments and Activity tab



The screenshot shows a user interface for managing a learning experience. At the top, a green notification bar states: "Experience was successfully created. Successfully added work experience to profile." Below this, there are three tabs: "Details", "Comments and Activity" (which is circled in orange), and "Learning Objectives". The "Comments and Activity" tab is active, displaying a text input field with the placeholder "Add a Comment..." and a blue "Add Comment" button. On the left side, there is a sidebar with the following information: "TERM: Summer 2022", "TEMPLATE: Arts & Sciences Experiential Learning Report", and a "New Attachment" button. At the bottom of the main content area, there is a "CREATE" message: "You created experience for Margaret McGuire - Staff at Example Employer" with a timestamp "Margaret McGuire - Staff · Wednesday, June 15th 2022 11:23 am".

If you have draft learning objectives, you can add them under the Learning Objectives tab. If you haven't yet discussed learning objectives with your instructor, this is a good time to start that conversation!

Keep in mind that only your instructor will have access to enter learning objectives in the learning contract, which is what formally registers you for the internship course. So don't worry if the learning objectives you enter aren't yet finalized or approved.



The screenshot shows the same user interface as the previous one, but with the "Learning Objectives" tab circled in orange. The "Learning Objectives" tab is active, displaying a section titled "Learning Objectives" with a blue plus icon and the text "Add a Learning Objective". Below this, there is a note: "Learning objectives may be edited until the school, employer and student have all approved them. At that point they will be locked in place. They will still be able to be marked as complete after they have been locked. If you need to make changes after these have been locked down, please contact your career center". The "Comments and Activity" tab is also visible and active, but not circled.

What to expect next

Your instructor will sign off on the Handshake experience, and then Career Services will send you the learning contract via the DocuSign system, which allows you fill out and sign the document fully online.

You will also receive a liability waiver via DocuSign.

Once the learning contract is signed by you, your site supervisor, and your instructor, you will be registered for the class. Congratulations again on your internship!

Please don't hesitate to send questions to Career_Services@slu.edu.