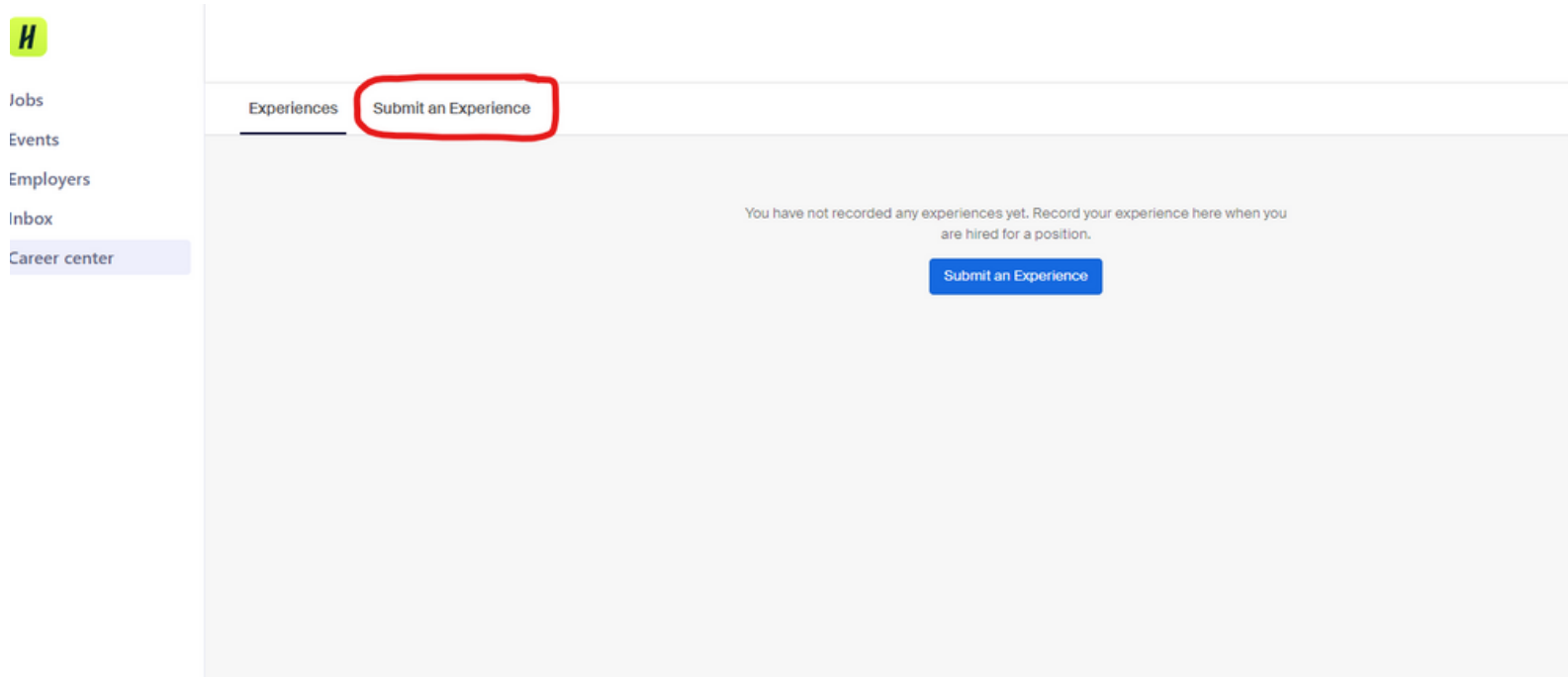


Submitting your Internship Learning Agreement

1. Click **Career Center** on the left navigation menu.
2. Click **Experiences** from the Career Center page.
3. Click **Submit an Experience**, located in the upper-left corner of the page.



4. Choose the relevant **Experience Type** and **Term** from the dropdown options.
 - If you are an international student or completing an internship abroad, select "International or Abroad internship Learning Agreement"
 - If you are requesting to complete an on-campus internship, please select "On-campus Internship Learning Agreement"
 - For all other internship requests, select "Internship Learning Agreement"

Details

* Experience template

Select a template

* Term

Select a term

5. Enter the Organization details for your Experience

- **Organization**
- **Location**
- **Industry**
- **Phone Number**
- **Email Address**

Note: Organization Phone Number and Organization Email Address are optional and should be for the company, not for your individual supervisor

Organization

* Organization

Type the organization name for your experience or choose from the list

Organizations may be an employer, institution, or program.

Location

Enter the location of the organization...

Industry

Select an industry

Phone number

Email

7. Enter your Approvers information – your Internships Supervisor

- **Email Address** (required)
- **Name** (required)
- **Title**
- **Phone Number**

Approvers

Faculty Instructor of Record
* Email Address

Adviser
* Email Address

Site Supervisor
* Email Address

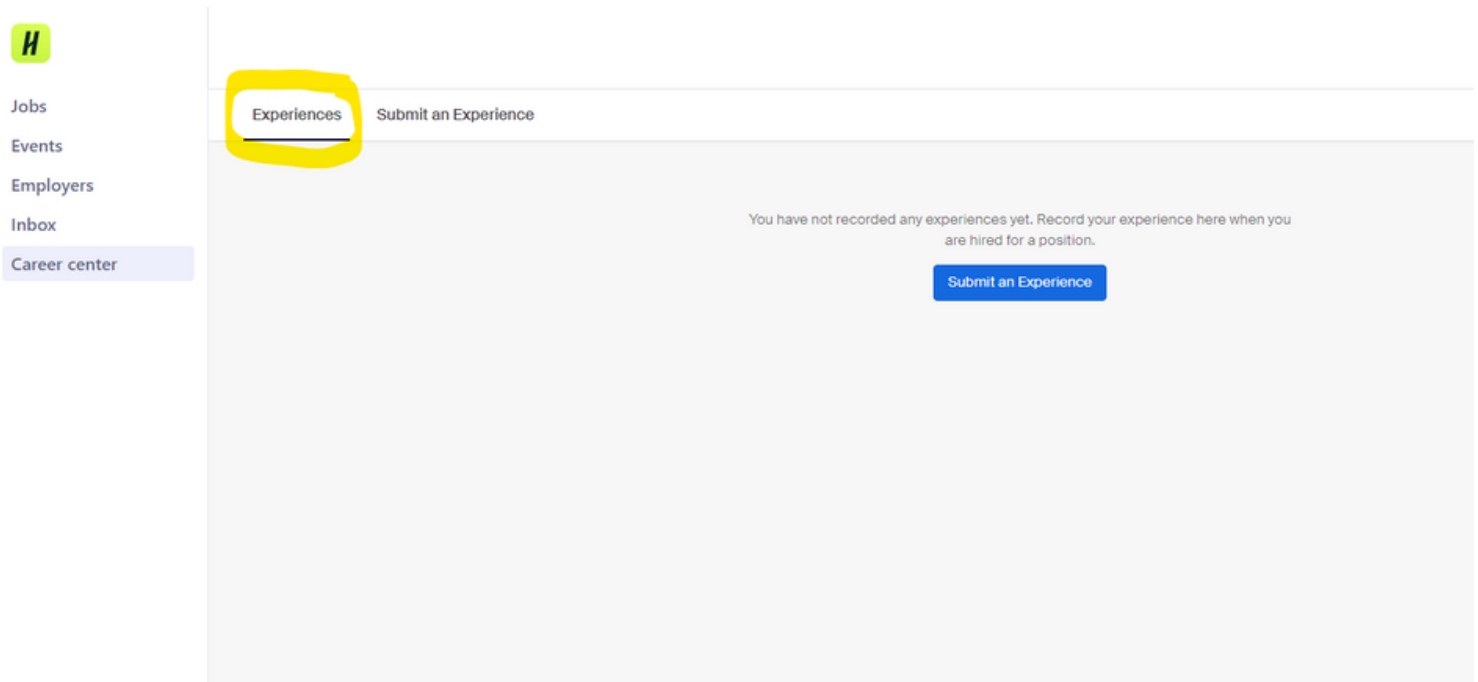
8. Answer all questions in the general section

9. Click the green button **Request Experience** in the bottom right corner of the page to complete the Experience request process.

Tracking the Status of your Internship Learning Agreement

If you've submitted an experience through Handshake, you can use this article to check the status of your experience as it moves through the approval process!

1. Click **Career Center** on the left navigation menu, then click **Experiences**.
2. All experiences that you've requested will be listed. Locate the experience you'd like to track, then click the blue button **View Details**.



3. Scroll down to the **Approvers** section. The status of your request is displayed below **STATUS** for both the Faculty Member and Internship Supervisor.

Experience statuses in Handshake include:

- **Pending**
 - The Experience was submitted and is awaiting action from the Approvers to begin.
- **Approved**
 - All Approvers have approved the Experience.
- **Declined**
 - All or one Approver didn't approve the Experience.
- **Expired**
 - The approval process has expired.
- **Completed**
 - The Experience has finished.