

Registering an Experience

ON HANDSHAKE

STEP 1:
Click **Career Center** on the left navigation menu, then click **Experiences**.

Submit an Experience

* indicates required field

Details

Experience template

Select a template

- Department of Business & Economics - Required Inter
- General University Internship Registration
- Hagan Center Civic Internship Registration - CCUE 491
- HSS Internship Registration**

Term

Select a term

STEP 2:
Select "Submit an Experience". HSS Student will choose "HSS Internship Registration" for their experience template. Select the appropriate **term**. *Note: if the term you are looking to complete your experience in is not listed, registration for that term is not open. Please contact careers@wittenberg.edu with questions.*

Reviewer contact information

Employer Supervisor

* Email Address

Faculty Supervisor

* Email Address

Department Chair

* Email Address

STEP 3:

Fill out form required fields. You must know the name and email address for your internship site supervisor, faculty supervisor, and department chair. The designated field experience coordinator will automatically be sent your request.

STEP 4:

Fill out internship description and learning goals. The "Learning goals" section should include 3 specific learning goals you plan to accomplish during the length of your internship to help you complete the reflection requirements assigned by your Faculty Supervisor. **Internships will be declined if this is not filled out correctly.**

* Intern

* Learning Goals: List three or more learning goals that you and your faculty supervisor set for this experience.

on, if possible.)

his experience.

STEP 4:
Click the green "Submit an experience" button in the lower-right corner of the page to complete the Experience request process.

Submit an experience