

# Registering an Experience

## ON HANDSHAKE

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

**STEP 2:**  
Select "Submit an Experience". You will then need to select an **Experience Template** and **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](mailto: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 faculty supervisor, department chair, and internship site supervisor.

### 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 5:

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

Submit an experience