

## Registering for an elective experience-for-credit

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:

Collect information on your experience site/employer and faculty sponsor

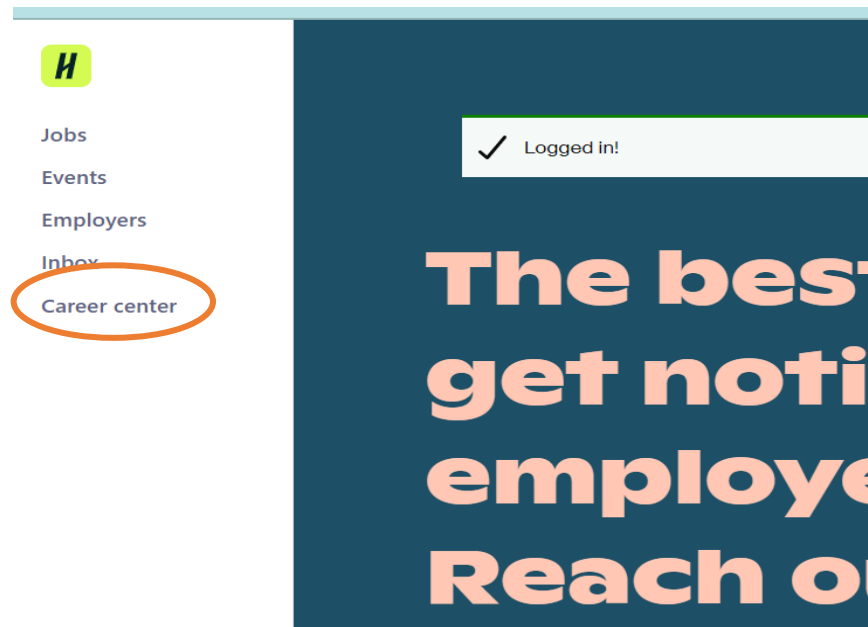
- a. Name and contact email of your experience/research site supervisor,
- b. Physical address of your site (even if working remotely)
- c. Name and contact email of your faculty sponsor/instructor
- d. Faculty sponsor's academic department
- e. Subject and course number of your internship or research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

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

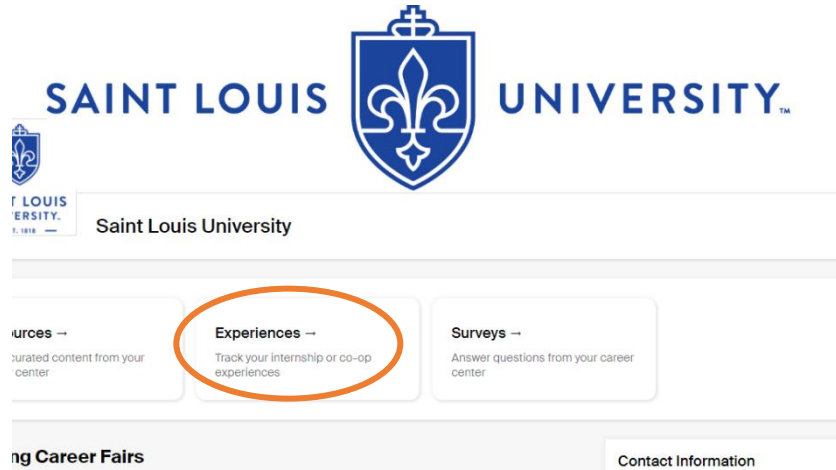
Step by step screenshots are below.

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

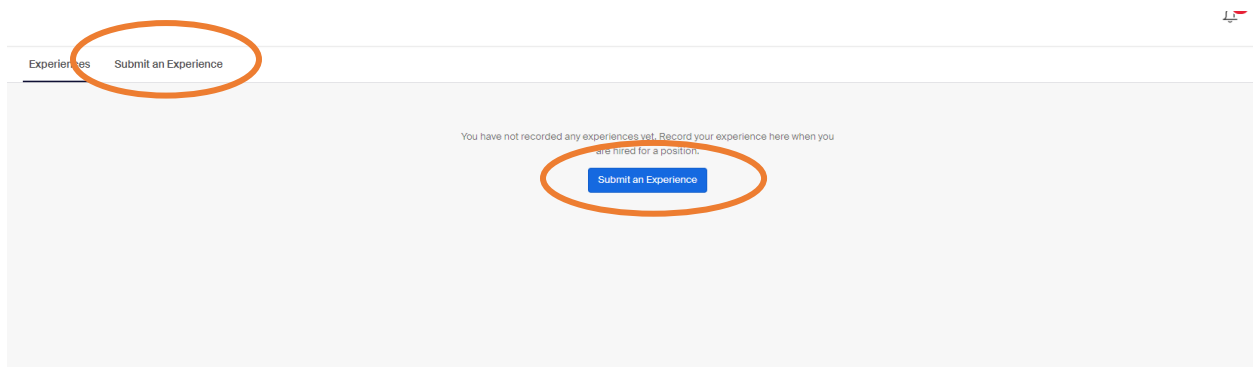
Within Handshake, go to Career Center on the left-hand navigation menu:



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

### Details

**Experience Type**

Select an experience type

- Arts & Sciences Experiential Learning Report
- College of Public Health Experiential Learning Report
- Doisy College Experiential Learning Report
- Honors Program Experiential Learning Report
- Parks College Experiential Learning Report
- Professional Studies Experiential Learning Report

**Employer**

Select an employer

If you do not see your employer please type your own

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

### Employer

**Employer**  
Example Employer ✕ ▾  
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 ✕ ▾  
If you do not see your job please type your own

**Department**  
Scholarly Engagement


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

**Job Type**  
Internship ✕ ▾

**Employment Type**  
Part-Time ✕ ▾

**Salary**  
\$ 15

**Pay Period**  
 hourly  
 monthly  
 yearly

**Offer Date**  
2022-05-06 

**Offer Accepted**  
 Yes  
 No  
 Undecided

And finally approver (faculty sponsor/instructor) 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 experience is for credit, Handshake will prompt you to enter information on class and instructor. There will also be additional questions if seeking Honors credit.

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

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.

## 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 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.

## 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 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.


✓ 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**

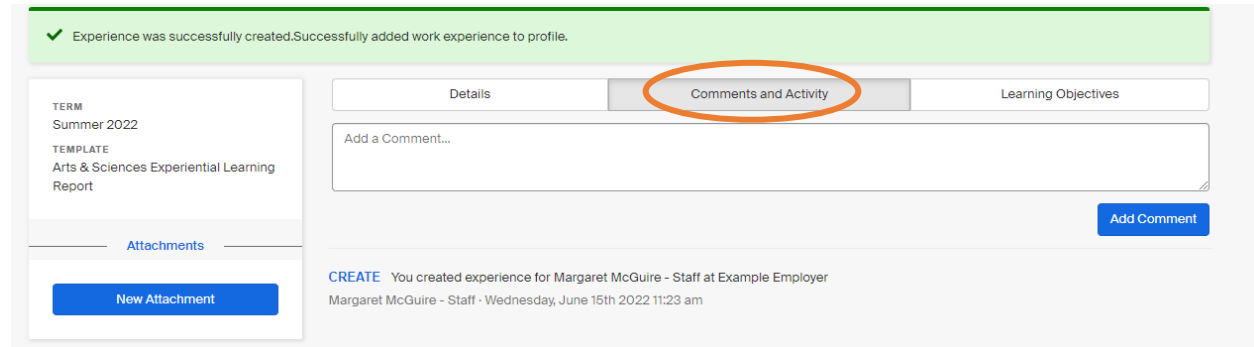
NAME: Margaret McGuire - Staff	CURRENT SCHOOL YEAR: N/A
SCHOOL: Saint Louis University	

**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

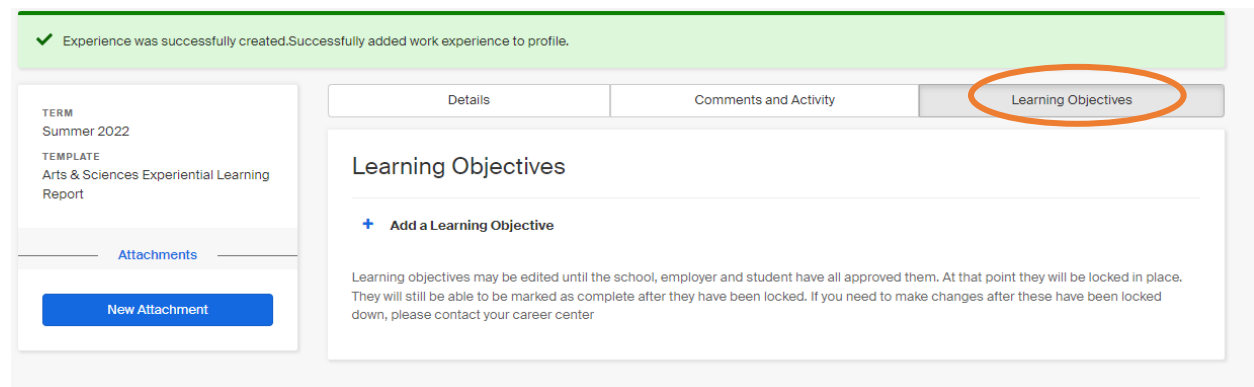
If you need to add comments or corrections, use the Comments and Activity tab



The screenshot shows a web interface with a green success message at the top: "Experience was successfully created. Successfully added work experience to profile." Below this is a navigation bar with 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 "TERM Summer 2022" and "TEMPLATE Arts & Sciences Experiential Learning Report", and a "New Attachment" button. At the bottom, a "CREATE" notification states: "You created experience for Margaret McGuire - Staff at Example Employer" with a timestamp of "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/research course. So don't worry if the learning objectives you enter aren't yet finalized or approved.



The screenshot shows the same web interface as above, 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, a note states: "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 in the navigation bar.

## 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 experiential learning opportunity!

Please don't hesitate to send questions to [Career\\_Services@slu.edu](mailto:Career_Services@slu.edu).