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

- Name and contact email of your experience/research site supervisor,
- Physical address of your site (even if working remotely)
- Name and contact email of your faculty sponsor/instructor
- Faculty sponsor’s academic department
- Subject and course number of your internship or research class
- (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.
As you fill in the Experience Request form, it will collect employer information first (experience site/research lab, etc.):

![Employer form](image1)

Then job-specific information:

![Job form](image2)
And finally approver (faculty sponsor/instructor) information:

![Approver Form](image)

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

![General Info Form](image)

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.

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

[External] Your experience request for Example Employer

Handshake <handshake@notifications.joinhandshake.com>

To: Margaret McGuire

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.
Next steps or editing
If you need to add comments or corrections, use the Comments and Activity tab

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.

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.