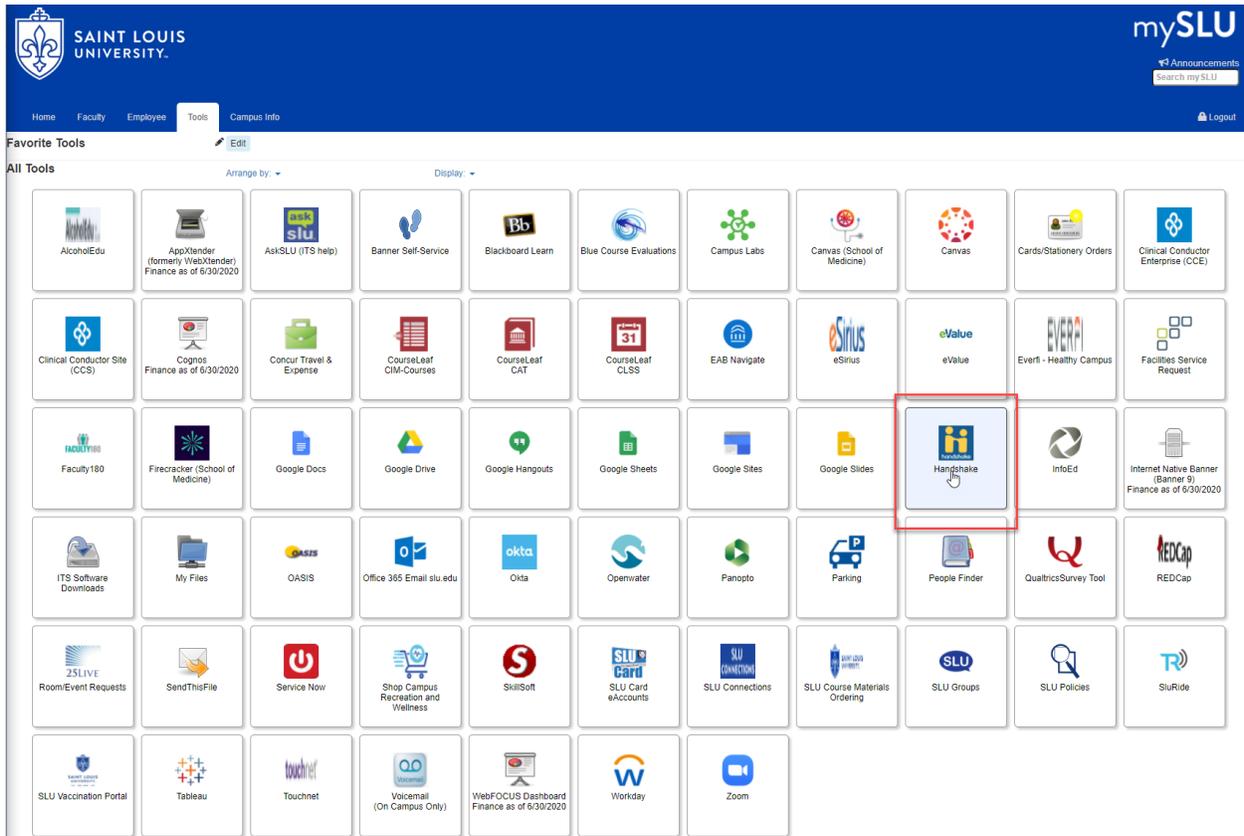


Reporting Experiential Learning in Handshake

1. Access Handshake using the button in the mySLU “Tools” tab.



2. [Click here](#) to access the New Experience Request Form (you must be logged in to Handshake to access the form).
3. Select the appropriate experience type for your college ending in “Experiential Learning Report” from the “Experience Type” drop down list. Select the appropriate term from the “Term” drop down list.

Details

Experience Type

Saint Louis University Experiential Learning Report

Term

Fall 2021

4. Complete all fields on the form.

Handshake will autofill the name of the employer as you type it. Please use the name of the employer as it appears in Handshake. If the employer is not listed, please enter the full name of the employer.

Employer

Employer

Boeing

Boeing

Boeing Intelligence & Analytics

Boeing Helena

The Boeing Company

Boeing Distribution Services

Aviall Services (Boeing Subsidiary)

Employer Phone Number

Employer Email Address

After selecting the employer name, you will need to fill in the additional employer details.

- Location - The city and state where your experience will be taking place.
- Industry - Employer industry.
- Employer Phone Number - Your learning experience supervisor business phone number.
- Employer Email Address - Your learning experience supervisor business email address.

Employer

Employer

Boeing

If you do not see your employer please type your own

Location

St. Louis, Missouri, United States

Industry

Aerospace

Employer Phone Number

314.555.1212

Employer Email Address

Jo.XYZ@boeing.com

Handshake will autofill the job title connected to the employer. If the job title is not listed, please enter the full title. Please complete the remaining fields on the form.

Job

Job

Social Media Intern

If you do not see your job please type your own

Department

Marketing and Communication

Date

2021-07-01 > 2021-08-31

Job Type

Internship

Employment Type

Part-Time

Salary

\$

Offer Date

2021-07-21

Offer Accepted

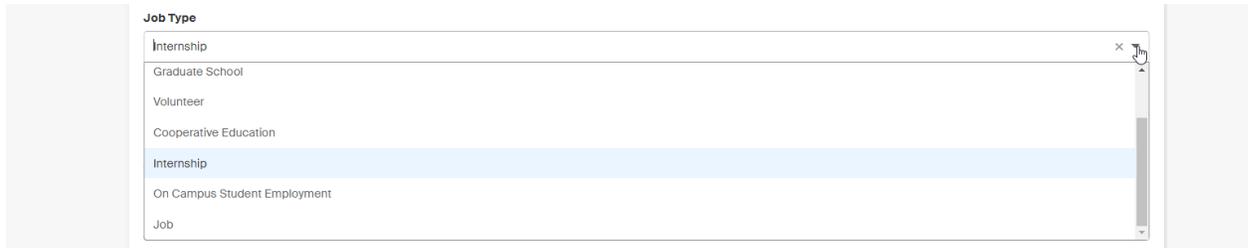
Yes
 No
 Undecided

Add experience to profile?

Date Offer Accepted

2021-07-21

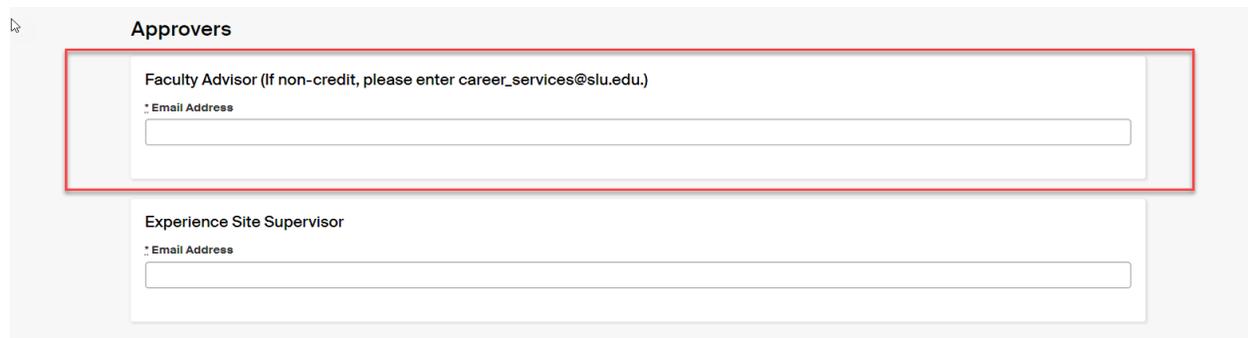
Please select the appropriate experiential learning type from the “Job Type” field.



The screenshot shows a dropdown menu titled "Job Type". The menu is open, displaying a list of options: "Internship", "Graduate School", "Volunteer", "Cooperative Education", "Internship", "On Campus Student Employment", and "Job". The "Internship" option is highlighted in blue, indicating it is the selected choice.

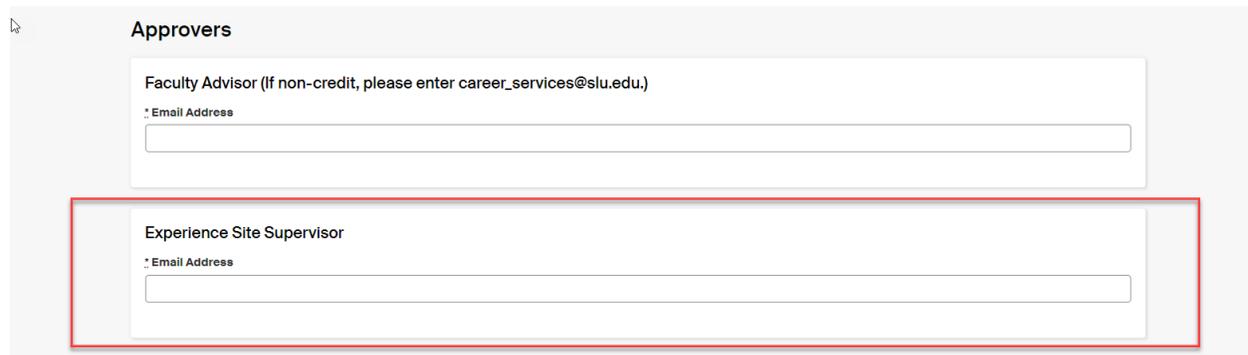
5. Complete the “Approvers” section. This will route your submission to the appropriate faculty advisors for verification.

Enter the email address for the faculty advisor awarding you credit for this learning experience. If this is a non-credit experience please enter career_services@slu.edu.



The screenshot shows the "Approvers" section of a form. It contains two main sections: "Faculty Advisor (If non-credit, please enter career_services@slu.edu)" and "Experience Site Supervisor". Each section has a label "Email Address" and a corresponding text input field. The "Faculty Advisor" section is highlighted with a red border, indicating it is the current focus.

6. Enter the email address for your learning experience site supervisor.



The screenshot shows the "Approvers" section of a form. It contains two main sections: "Faculty Advisor (If non-credit, please enter career_services@slu.edu)" and "Experience Site Supervisor". Each section has a label "Email Address" and a corresponding text input field. The "Experience Site Supervisor" section is highlighted with a red border, indicating it is the current focus.

7. Complete all fields in the section labeled “General”.

You will need to select your experience type a second time. The second list is inclusive of all experiential learning opportunities available at SLU.

If this experience is not for credit, please enter “Career Services” in the “Faculty Advisor Name” and “Faculty Advisor Academic Department” fields.

General

Page 1

.. Please indicate your specific experience type:

- Internship
- Co-op
- Practicum
- Clinical
- Undergraduate Research
- Field Placement

.. Is this experience being completed for credit?

- Yes
- No

.. Faculty Advisor Name

.. Faculty Advisor Academic Department

.. Employer Supervisor Name:

.. Employer Supervisor Title:

.. My learning site has made me aware of their photo/video policy and how it applies to the use of my likeness in images.

- Yes
- No

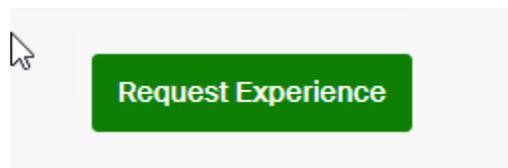
.. I have signed a copy of the photo/video policy at my learning site.

- Yes
- No

.. My learning site has informed me that I will be required to provide my own transportation.

- Yes
- No

8. Click the “Request Experience” button.



Your experience request will be routed to Career Services Staff, your Faculty Advisor (for credit only), and your site supervisor for review. Once your submission has been reviewed and verified, you will be able to include it in your Handshake profile.

Thank you for sharing your experience with us.