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.

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.
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.

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

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.

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

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.
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.