Registering for an elective internship-for-credit

Congratulations on accepting your internship! If you are also planning to earn elective credit, please follow these steps:

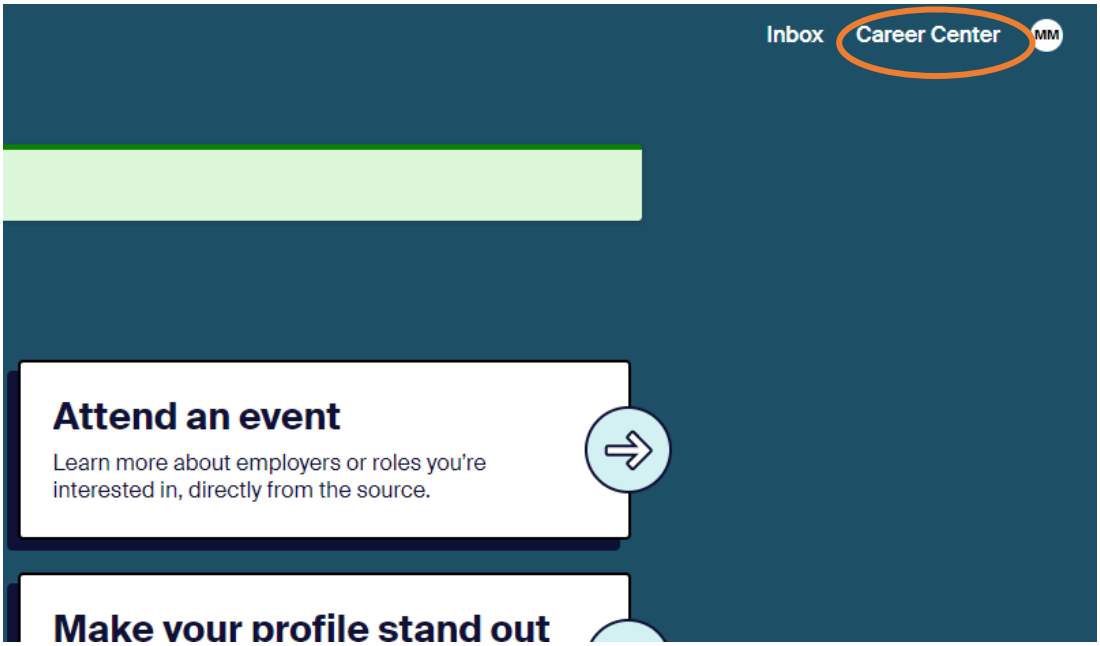
Collect information on your internship site/employer and faculty sponsor

a. Name and contact email of your internship site supervisor,
b. Internship/employer physical address (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 class

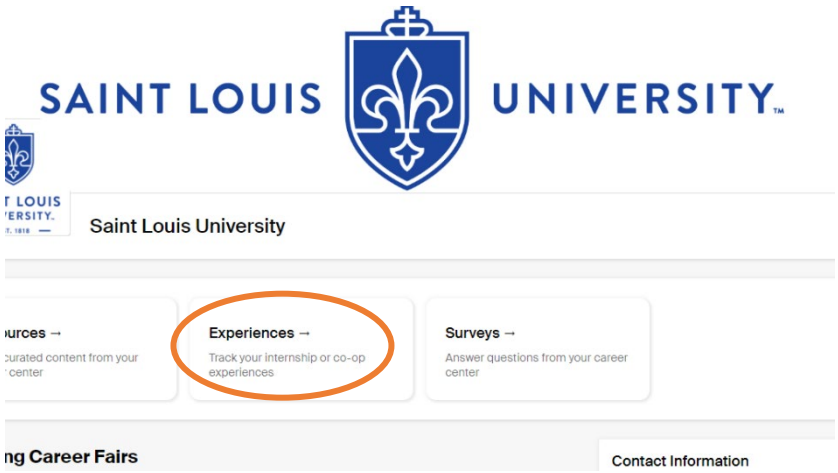
Request an Experience in Handshake (also accessible under MySLU Tools).

Step by step screenshots are below.
(skip to end of screenshots)

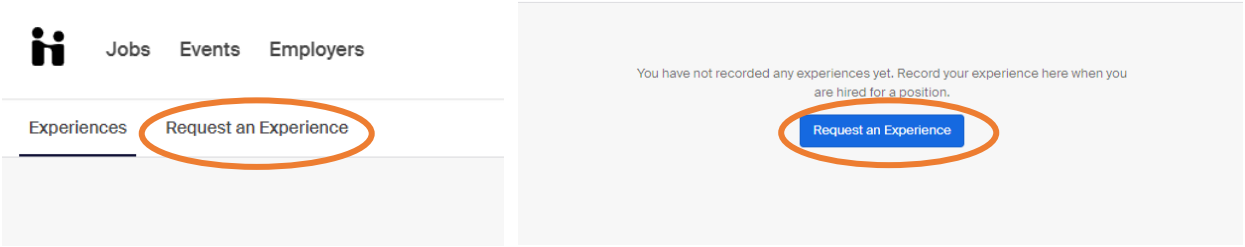
Within Handshake, go to Career Center in the upper right corner



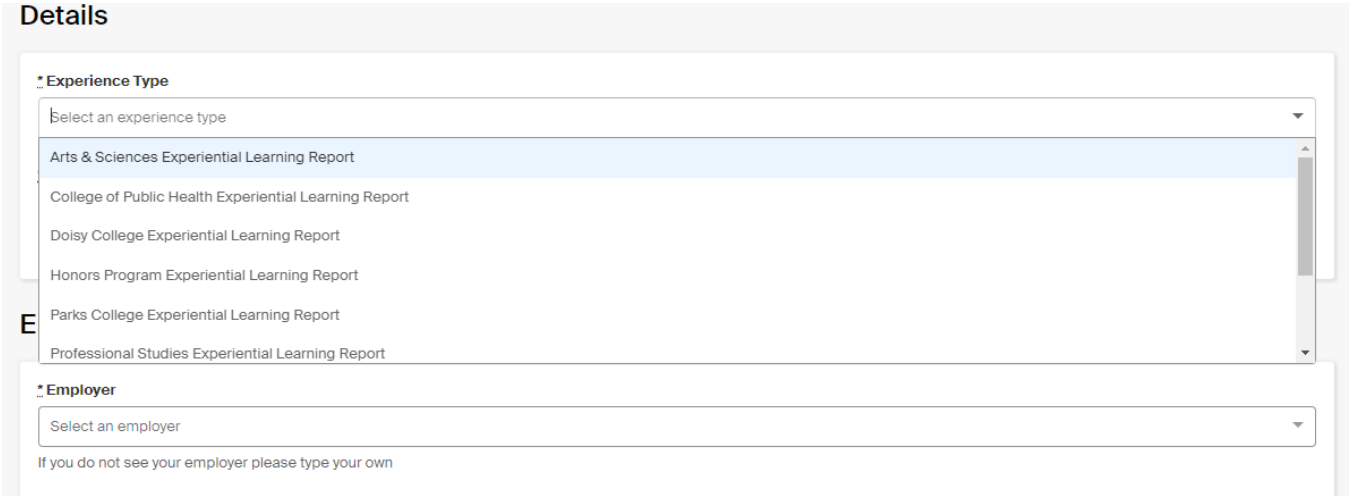
Select the Experiences option



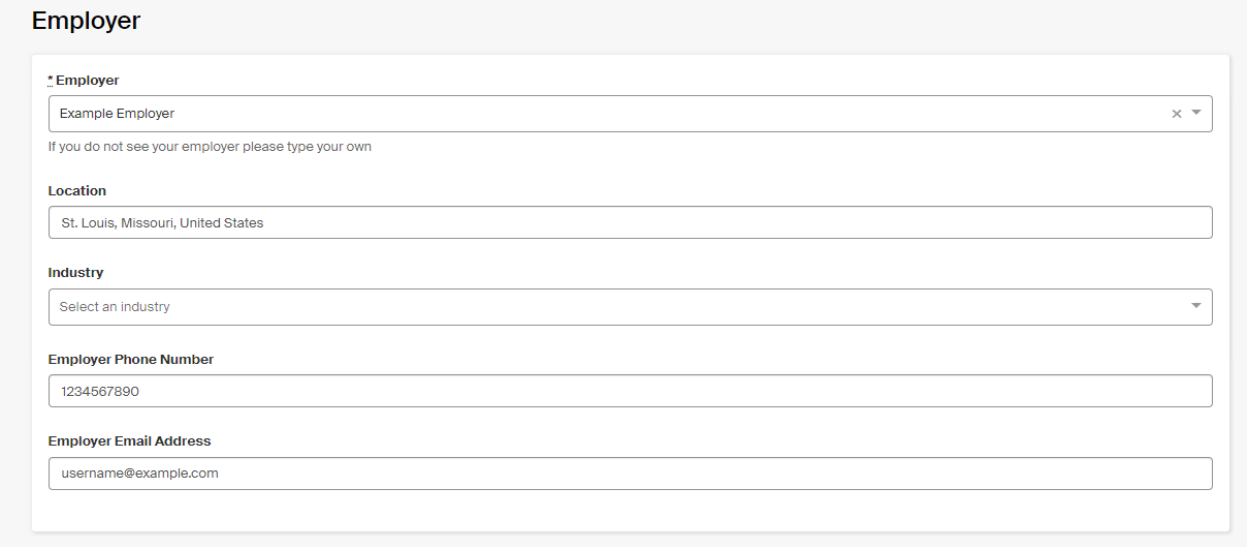
Select either option labelled Request an Experience to start the process. Any current or past experience requests will appear on this screen as well.



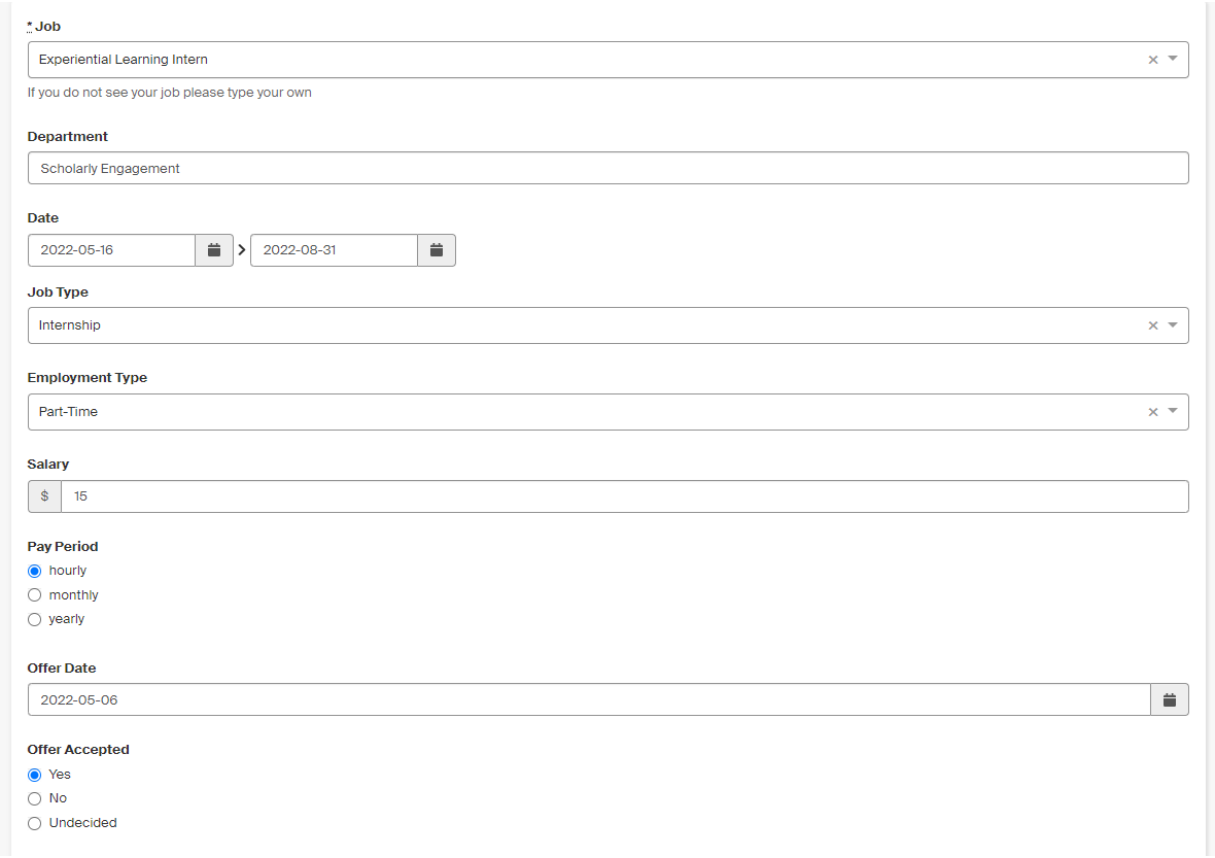
Begin by selecting your school or college and the term in which the internship is taking place



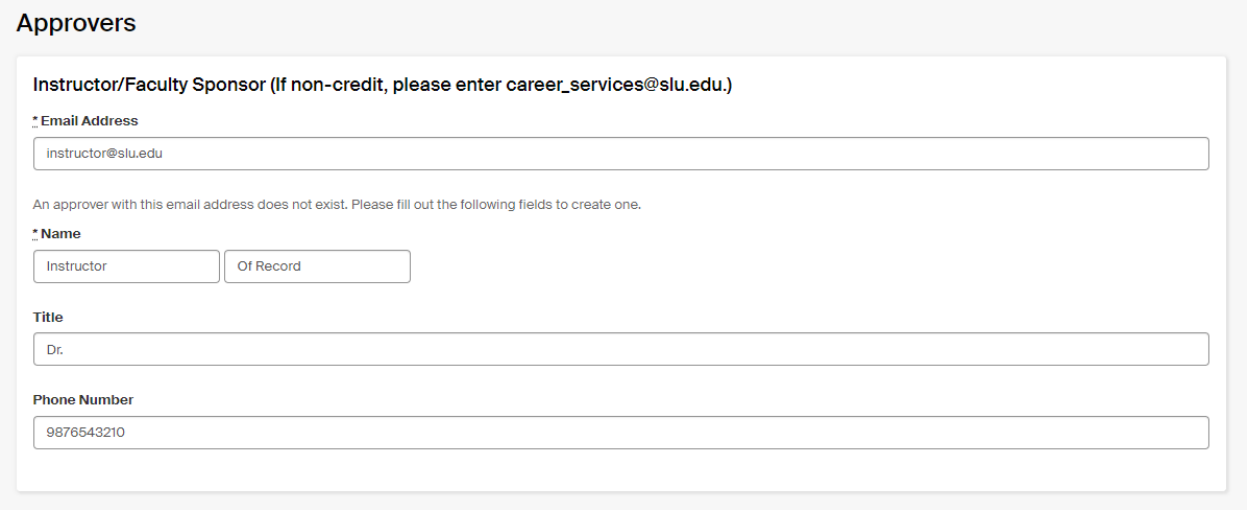
As you fill in the Experience Request form, it will collect employer information first (internship site/company info):



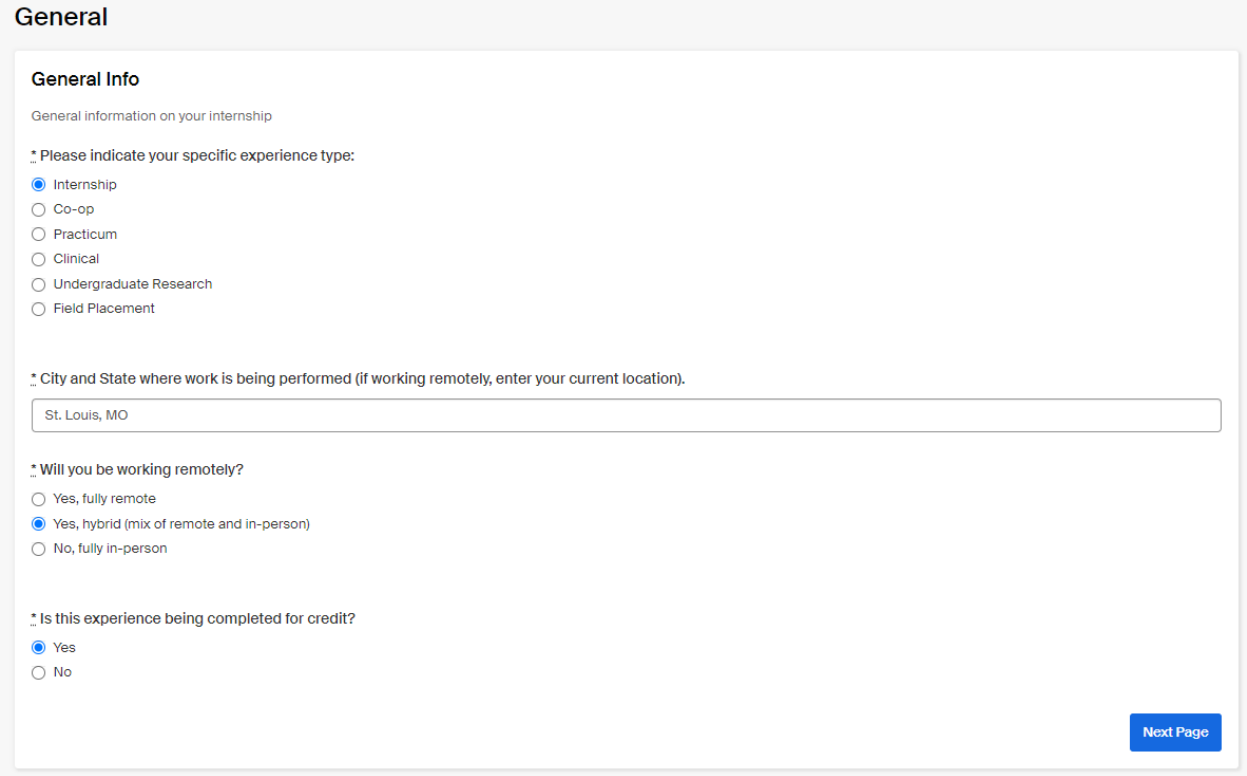
Then job-specific information:



And finally approver (faculty sponsor) information:



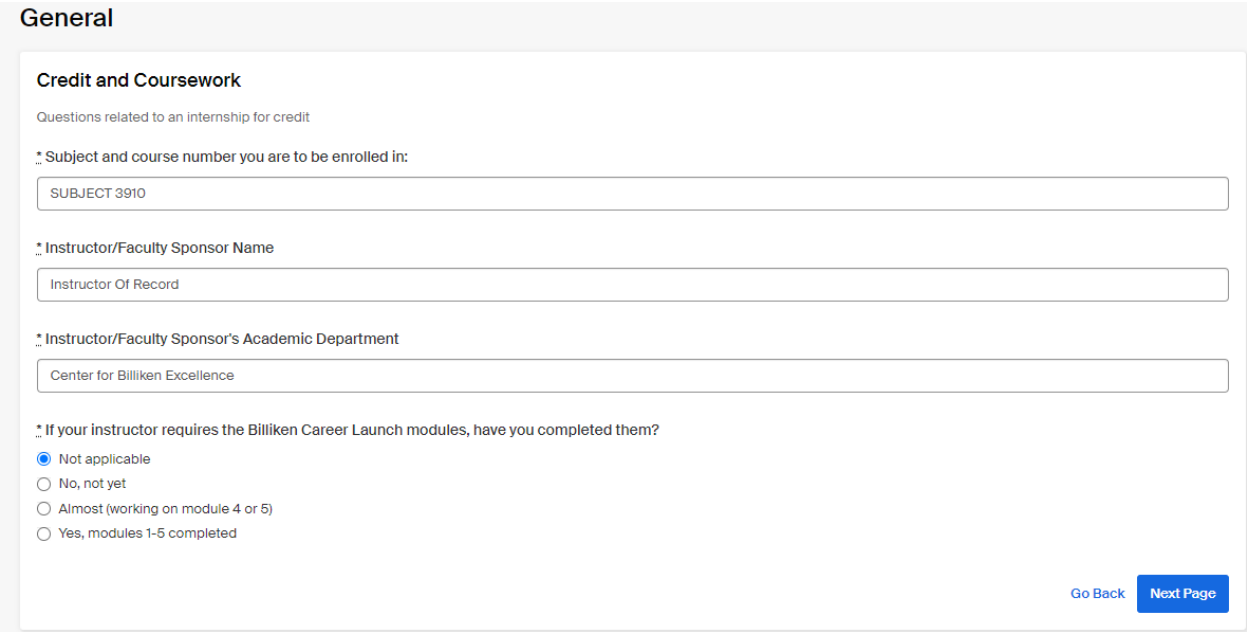
The survey will start at the bottom of the page with the General Info section.



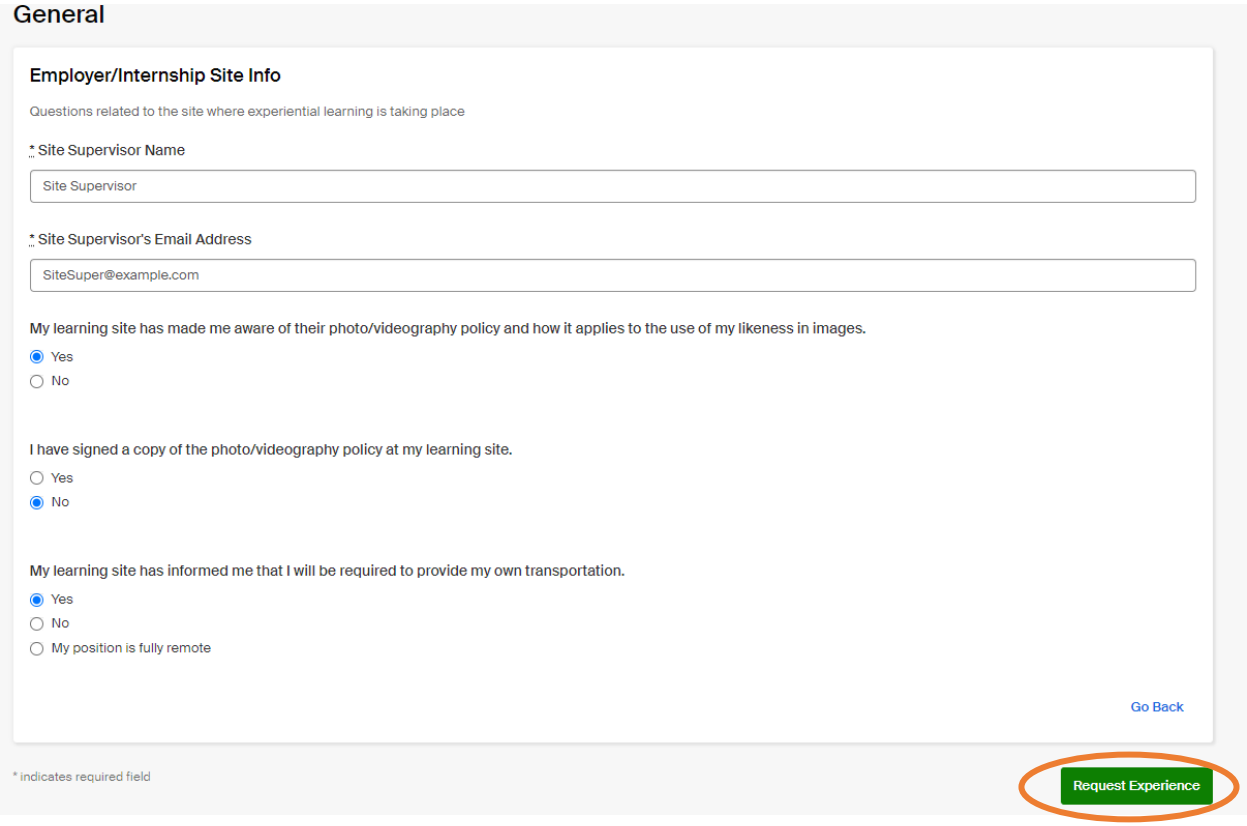
If you indicate that the internship is for credit, Handshake will prompt you to enter information on class and instructor.

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

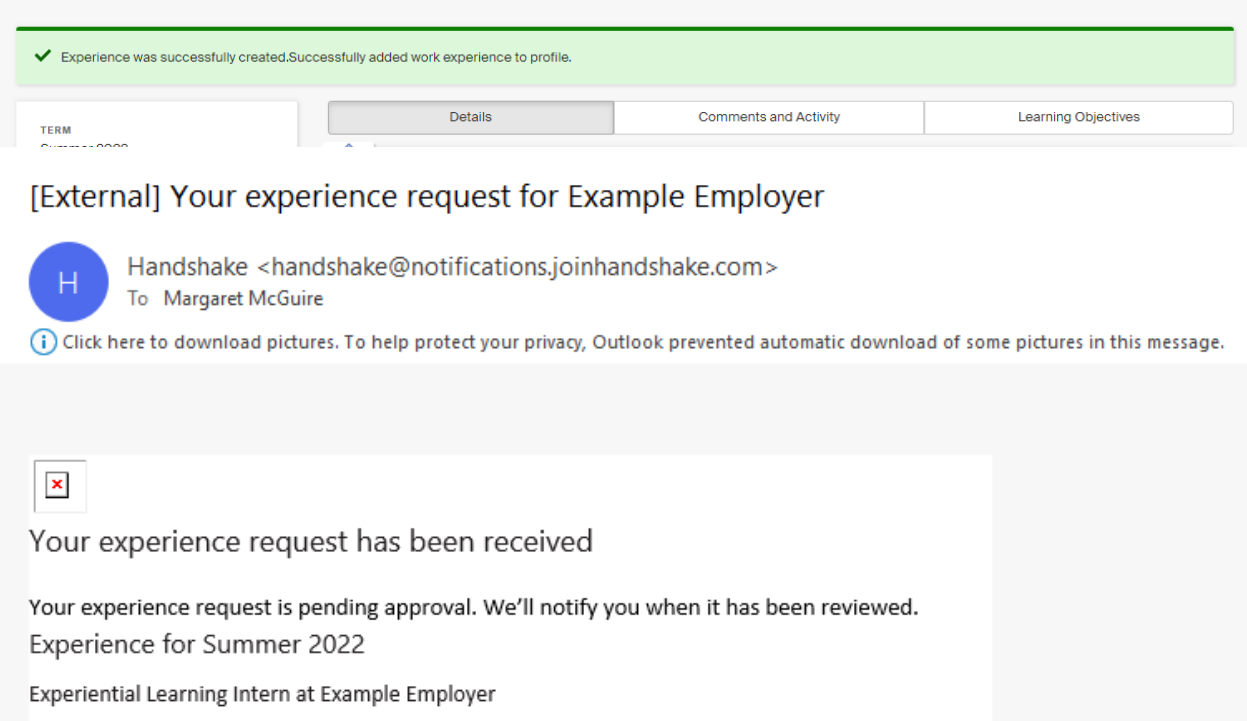
If your internship is for-credit, you'll enter class and instructor information on this page of the survey:



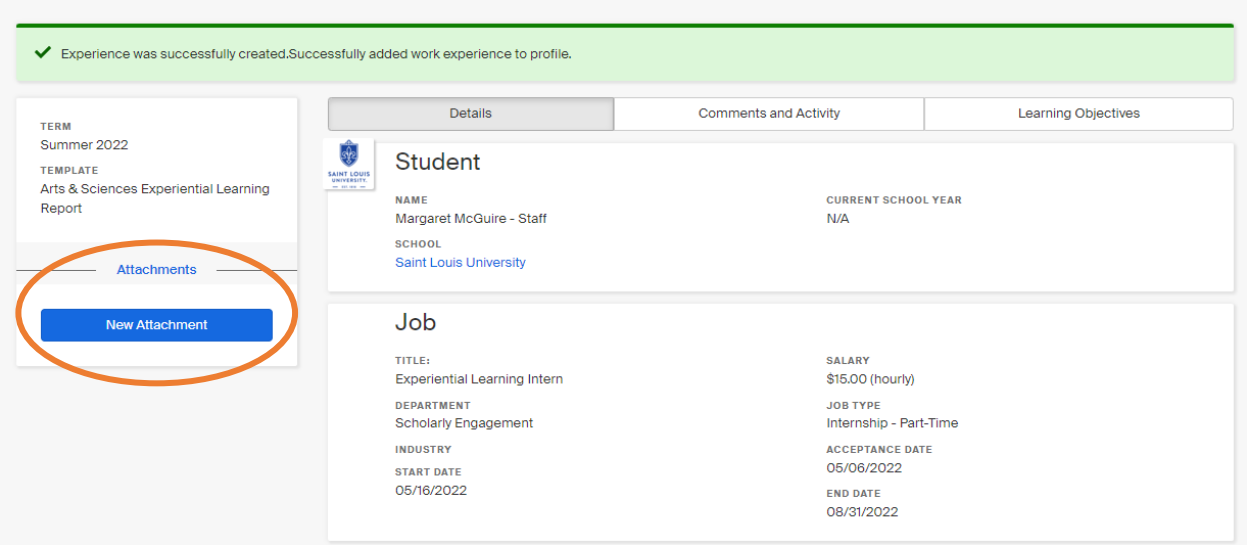
All internships, regardless of credit/non-credit status, will need the additional employer info requested on the final page of the survey. When finished, click the green button to submit.



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

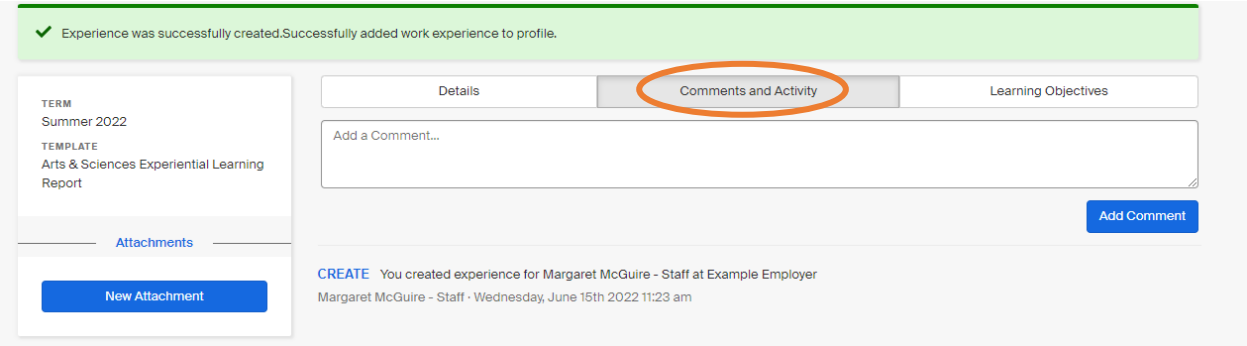


If you have a copy of your offer letter handy, please add it as an attachment to your experience request:



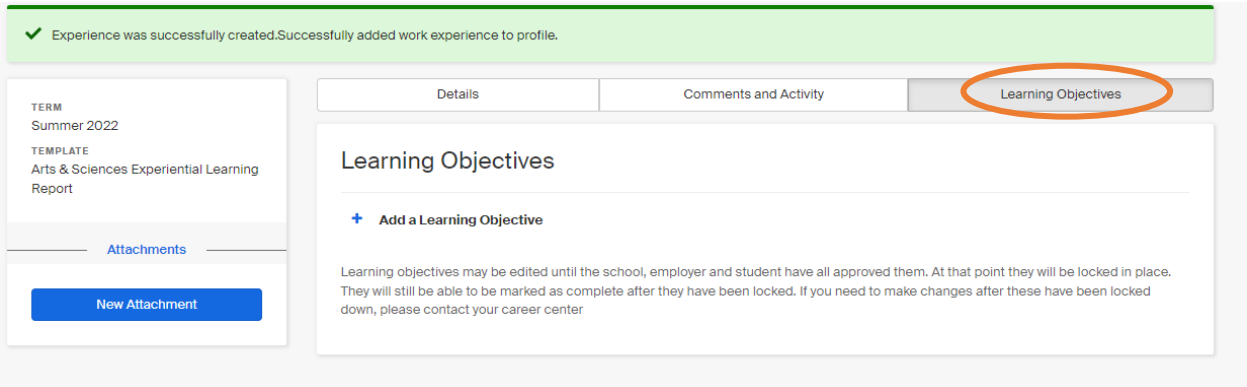
Next steps or editing

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 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 internship!

Please don't hesitate to send questions to Career_Services@slu.edu.