

# To Request an Experience

## Prerequisites:

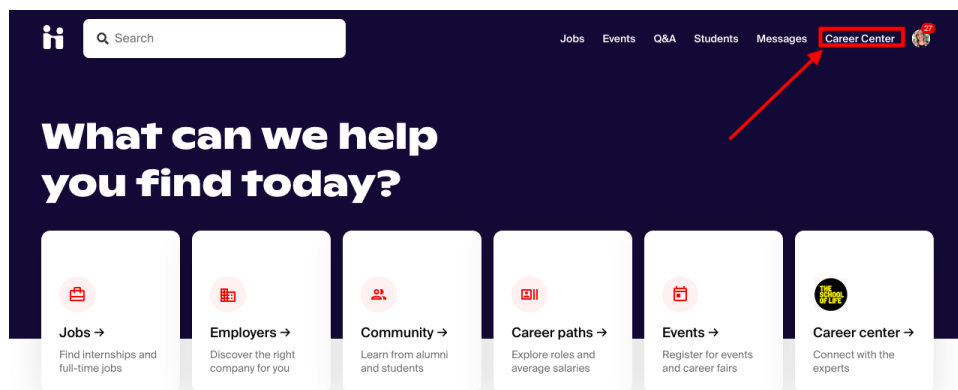
1. Get approval from a faculty member to receive credit for the internship
2. Get Information off the Pre-worksheet from your Faculty Supervisor (you will need this to put in the agreement)

## Then:

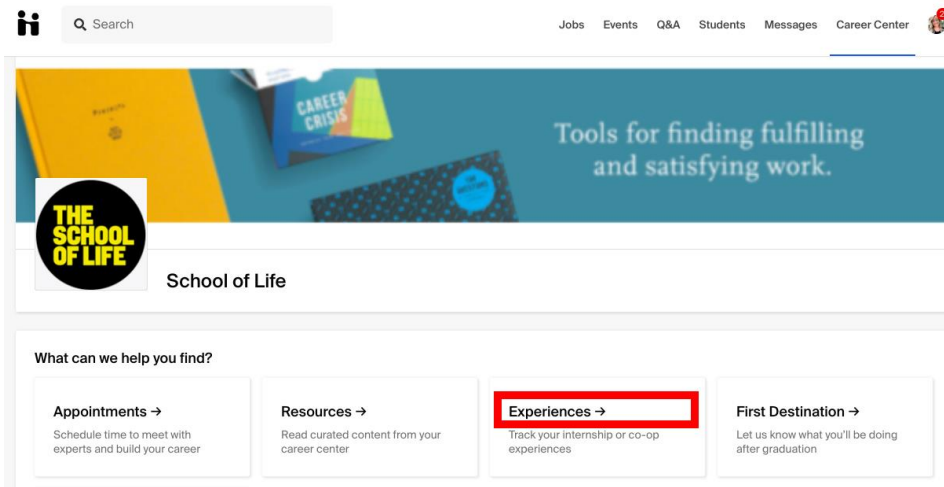
1. Log onto your handshake account and see the instructions below:

<https://providence.handshake.com/login>

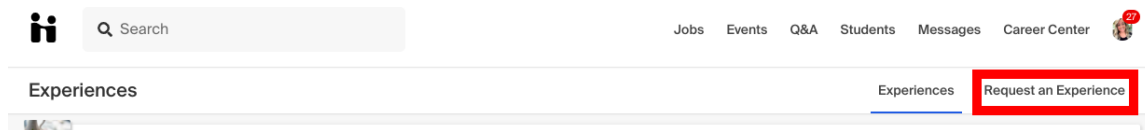
2. Click on **Career Center** in the upper-right corner of your screen.



3. Click on **Experiences** from the Career Center page.



4. Click on **Request an Experience**, located toward the upper-right, under your account icon.



5. Choose the relevant Experience Type and Term. Reach out to the Career Center if you are unsure of which experience type to choose.

**Note:** Choosing the correct experience allows the Career Center to send the appropriate evaluation forms to your internship supervisor and your faculty supervisor.

\* Experience Type

Academic Internship Learning Agreement



\* Term

Fall 2022



## 6. Enter the employer details for your Experience.

*Note: Employer Phone Number and Employer Email Address should be for the company, **not** for your individual supervisor.*

### Employer

**\* Employer**  
Handshake x ▼

If you do not see your employer please type your own

**Location**  
2601 Mission St, San Francisco, CA 94110, USA

**Industry**  
Internet & Software x ▼

**Employer Phone Number**

**Employer Email Address**

## 7. Enter the job details for your Experience.

### Job

**\* Job** ← **What is your job title (i.e. Intern, assistant) You can find this information on your job offer or the original job posting**  
Select a job ▼

If you do not see your job please type your own

**Department**

**Date**  
yyyy-mm-dd 📅 > yyyy-mm-dd 📅 ← **Enter when you will begin and end your position**

**Job Type** ← **Job Type (i.e. Internship, fellowship, job)**  
Select a job type ▼

**Employment Type**  
Select an employment type ▼

**Salary**  
\$

**Offer Date**  
2022-05-04 📅

**Offer Accepted**  
 Yes  
 No  
 Undecided

Add experience to profile?

8. Enter the Approvers for your Experience (Your faculty supervisor on campus & your internship/job supervisor).

Make sure that you are entering the correct contact information.

**Approvers**

Internship Site Supervisor (employer contact)

\* Email Address

Faculty Supervisor - PC Professor

\* Email Address

9. Answer the custom questions set by your school.

**Note:** Questions should be completed using the Pre-Worksheet with your faculty supervisor prior and Internship Site Supervisor to requesting an experience on handshake. You can get the packet on handshake under the Career Center Resources or stop by Slavin 108 to grab a packet.

**General**


Page 1

\* Student email

\* Banner ID

\* Internship Course  What course will you be taking to do your internship for credit

\* Faculty Supervisor Name- Professor @ PC

\* Faculty Supervisor eMail @providence.edu

\* Position Summary/Internship Description- please make this DETAILED

**Refer to your Learning Agreement Pre-Worksheet when completing this portion**

\* Learning Objectives (work with Faculty to develop these- get approval before submission)

\* Learning Strategies (Ex of how you will achieve your objectives)

\* Evaluation (how will your faculty evaluate your learning? ie assignments & projects)

\* Frequency and modes of faculty contact:

\* Site supervisor responsibilities? (how will your employer train and assist you in meeting your goals)

\* Is this organization a non-profit?

- YES  
 No

\* Approximately how many hours are you expected to work in total in this internship?

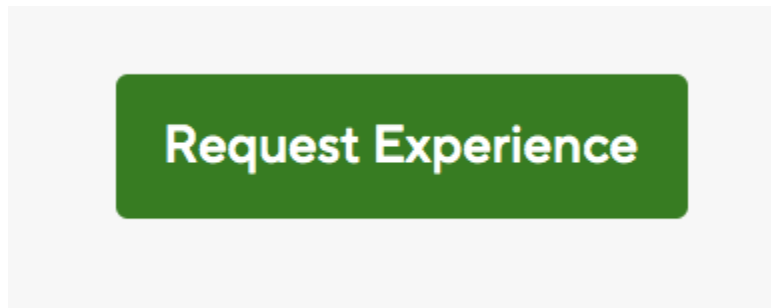
\* Is this a paid internship?

- Yes  
 No

Is this internship:

- In person, on site  
 Remote/ virtual  
 Hybrid, some hours in person, some remote

10. Select **Request Experience** in the bottom right corner of the page to complete the Experience request process. You will then see that your Experience has been successfully created and is pending approval from your Career Center.



You will also receive a confirmation email once your Experience has been submitted.