

## Request an Experience for Credit: CS 2905

1. Log into Handshake via the my.pitt.edu portal. For first time users, it'll prompt you to complete your profile information. You can skip completing your profile for now and can update it later by clicking on your initials, then *My Profile* or *My Career Interests*. \*Note: if you opted out of Handshake emails, opt back in to receive alerts under your initials, then *Settings*
2. Click on *Career Center* in the upper-right corner of your screen, then on *Experiences*, and then *Request an Experience*.
3. Under Details, select CS 2905 Co-op for Credit and then for the term, select the one in which you'll be doing your co-op. \*Note: students must be enrolled in their CS 2905 course the same semester they're doing the experience
4. Enter the employer details and select the appropriate dropdown when it appears (some info, like Industry, will auto-fill if the employer is in Handshake, if not make your best guess)

### Employer

**Employer**  
Select an employer

If you do not see your employer please type your own

**Location**  
Enter the location of the employer...

**Industry**  
Select an industry

**Employer Phone Number**

**Employer Email Address**

5. Enter ALL the job detail fields (except for Department unless you know it). For Job Type, select Cooperative Education

### Job

Select a job

If you do not see your job please type your own

**Department**

**Date**  
yyyy-mm-dd > yyyy-mm-dd

**Job Type**  
Select a job type

**Employment Type**  
Select an employment type

**Salary**  
\$

**Offer Date**  
2022-04-26

**Offer Accepted**  
 Yes  
 No  
 Undecided

Add experience to profile?

## 6. Enter the Approver information needed for the application review process

**Co-op Site** (Enter your supervisor's contact info - they'll confirm the experience. If you have not yet been assigned a supervisor, please list the recruiter's email who extended the offer and then email the Manager of Experiential Learning your supervisor's info prior to midterms)

\* Email Address

**Course Instructor** (Enter Dr. Jacob Biehl's contact info, biehl@pitt.edu - they will confirm the experience is credit-worthy)

\* Email Address

**Manager of Experiential Learning** (Enter Emily Bennett's contact info, emb108@pitt.edu - they will issue a permission code email to be used to enroll in the course once the approval process is complete)

\* Email Address

## 7. Provide responses to the questions and confirm the statements below, then click *Request Experience* to submit the application.

- Provide a detailed description of job duties (500 word maximum) and how the co-op is integral to your field of study
- Select the appropriate rotation (for example, 1<sup>st</sup> rotation)
- I confirm I will notify the co-op site that they will be receiving a form to complete and that if they do not complete third-party forms, I will email the Manager of Experiential Learning letting them know
- I confirm I will notify the course instructor that they will be receiving an approval email soon
- I confirm I will enroll in CS 2905 the same semester I will be working
- I confirm after submitting this experience, that I will upload my approved course schedule by clicking 'add attachment' in the side column
- I confirm after submitting this experience, that I will upload my offer letter by clicking 'add attachment' in the side column
- I confirm I will review and agree to the course learning agreement (attachments are in the side column)

### **You are not done – please follow these steps to finalize your application:**

1. Upload your offer letter and approved course schedule under *Attachments* in the side column.
2. Immediately notify your co-op site/supervisor that they will be receiving an email from Handshake to complete a form, and if they do not complete third-party forms, email the Manager of Experiential Learning letting them know.
3. Immediately notify your co-op course instructor that they will be receiving an approver email from Handshake after the employer completes a form – if you have any concerns about the experience counting for co-op, bring them up now.
4. Review the Course Learning Agreement and Tips for Success pdfs located under *Attachments* in the side column.

Once your request has been approved, you will receive a permission code email that will be used to enroll in the CS 2905 course. Be sure to enroll before the experience begins, as well as before the add/drop period ends.

\*Note: students requiring work authorization must not begin their experience until they have a request processed through OIS. The request requires proof of course enrollment and an offer letter with all the information listed in 'How to Apply for CPT, Section #2' in this document: <https://www.ois.pitt.edu/sites/default/files/docs/SCI-CPT-guidelines.pdf>.

At any time, you can check the status of your application in Handshake, but if you have any questions throughout the process, please contact Emily Bennett, Manager of Experiential Learning at [emb108@pitt.edu](mailto:emb108@pitt.edu).