Request an Experience for Credit: CS 1901

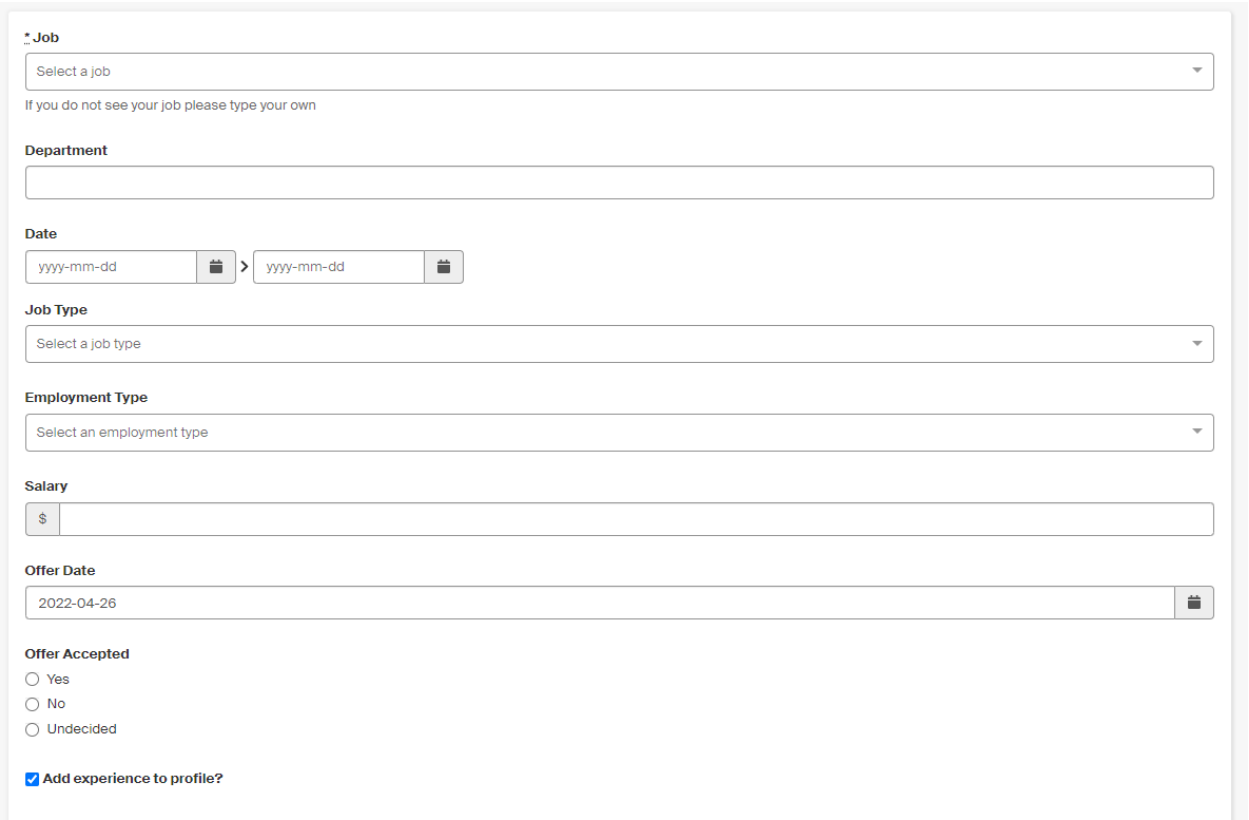
1. Log into Handshake via the my.pitt.edu portal. For first time users, it'll prompt you to complete your profile information. You can skip completing your profile for now and can update it later by clicking on your initials, then *My Profile* or *My Career Interests*. *Note: if you opted out of Handshake 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*.

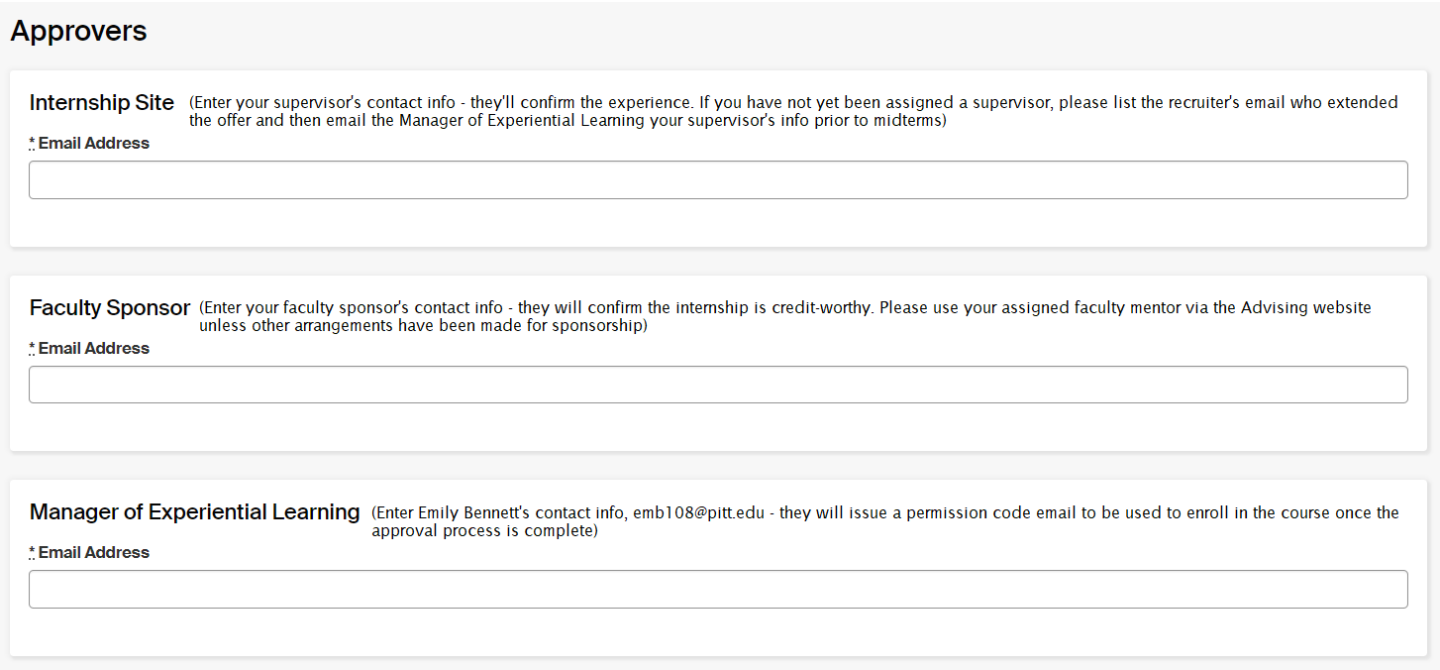
3. Under Details, select CS 1901 Internship for Credit and then for the term, select the one in which you'll be doing your internship. *Note: students must be enrolled in CS 1901 the same semester they're interning

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)

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



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



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

- Provide a detailed description of internship duties (500 word maximum), the number of credits, and explain how the internship is integral to your field of study
- I confirm I will notify the internship 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 faculty sponsor that they will be receiving an approval email soon and agree to check-ins
- I confirm that I will enroll in CS 1901 the same semester I will be interning
- I confirm after submitting this experience, that I will upload my internship 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 under *Attachments* in the side column.

2. Immediately notify your internship 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 faculty sponsor 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 credit and/or the number of credits, 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 1901 course. Be sure to enroll before the internship begins, as well as before the add/drop period ends.

*Note: students requiring work authorization must not begin their internships 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.