Request an Experience for Credit: CS 1951

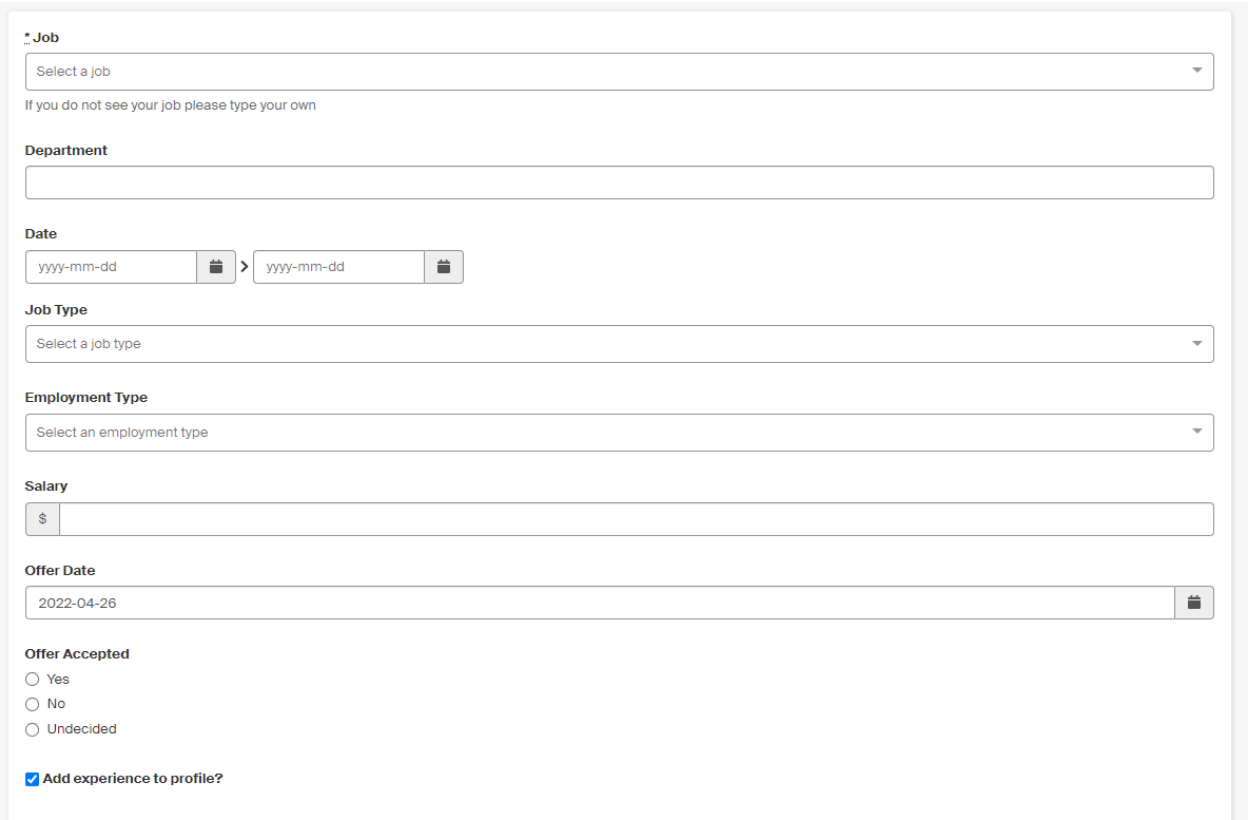
1. Log into Handshake via the my.pitt.edu portal. For first time users, it'll prompt you to complete your profile information. You can skip completing your profile for now and can update it later by clicking on your initials, then *My Profile* or *My Career Interests*. *Note: if you opted out of Handshake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

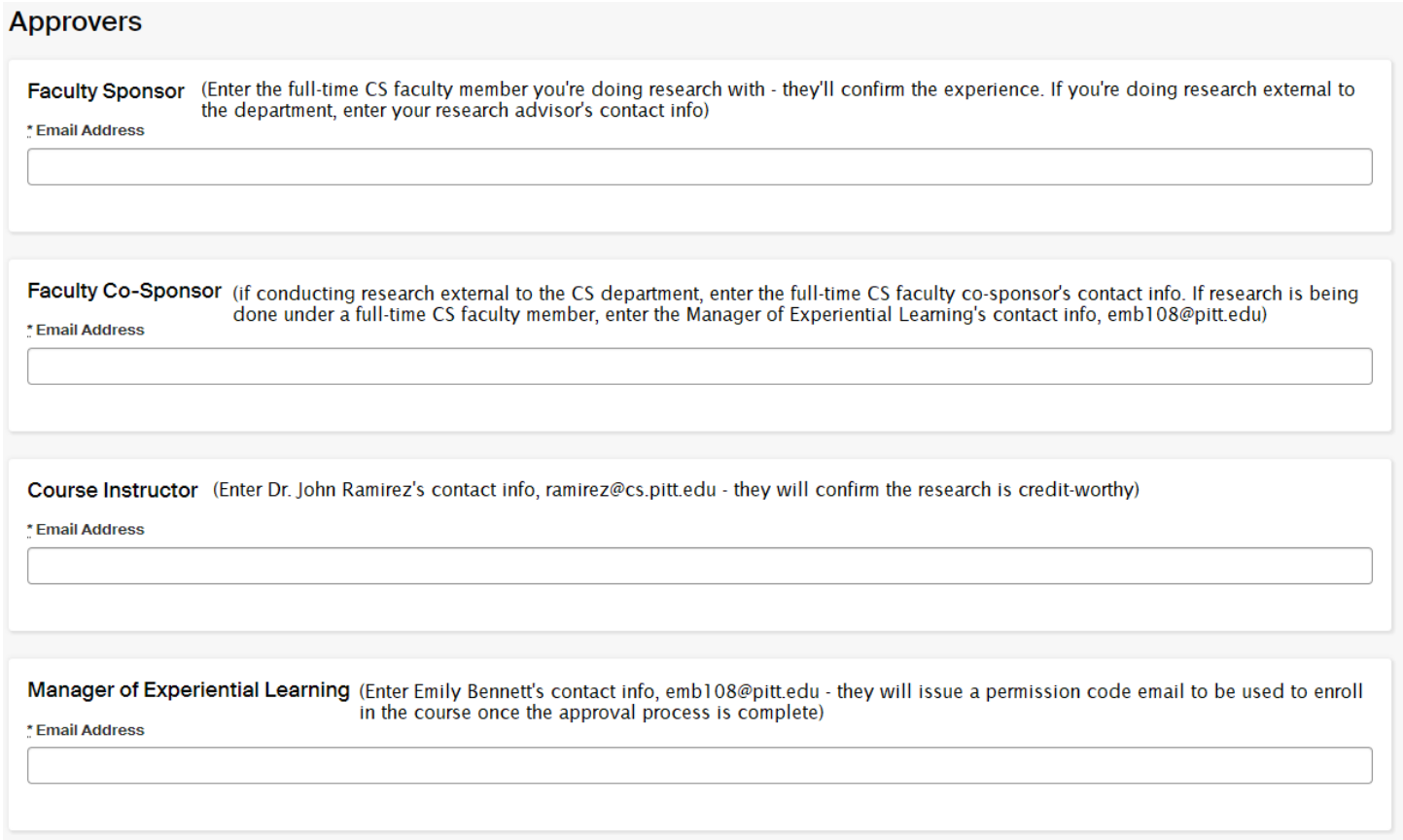
3. Under Details, select CS 1951 Research for Credit and then for the term, select the one in which you'll be doing your research. *Note: students must be enrolled in CS 1951 the same semester they're working

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. If a school within Pitt isn't listed, use University of Pittsburgh)

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



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 research duties (500 word maximum), the number of credits, and preferred grading
- I confirm this is not a paid research position
- I confirm I'm doing research under a full-time CS department faculty member. If not, I have listed one as a co-sponsor
- I confirm I will notify the faculty sponsor (and co-sponsor, when applicable) that they will be receiving an approval email soon and agree to check-ins
- I confirm that I will enroll in CS 1951 the same semester I will be working
- 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. If the research is being done under the purview of a full-time CS faculty member, immediately notify them that as your faculty sponsor, they will be receiving an email from Handshake to complete a form – if you have any concerns about the experience counting for credit, the number of credits, or the grading process, bring them up now.

2. If the research is being done outside of the purview of a full-time CS faculty member, immediately notify your research site 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.

You should also email your faculty co-sponsor within the CS department letting them know that they will be receiving a form – if you have any concerns about the experience counting for credit, the number of credits, or the grading process, bring them up to them now.

3. Review the Course Learning Agreement pdf 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 1951 course. Be sure to enroll before the research project 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.