Request an Experience for Credit: INFSCI 1082

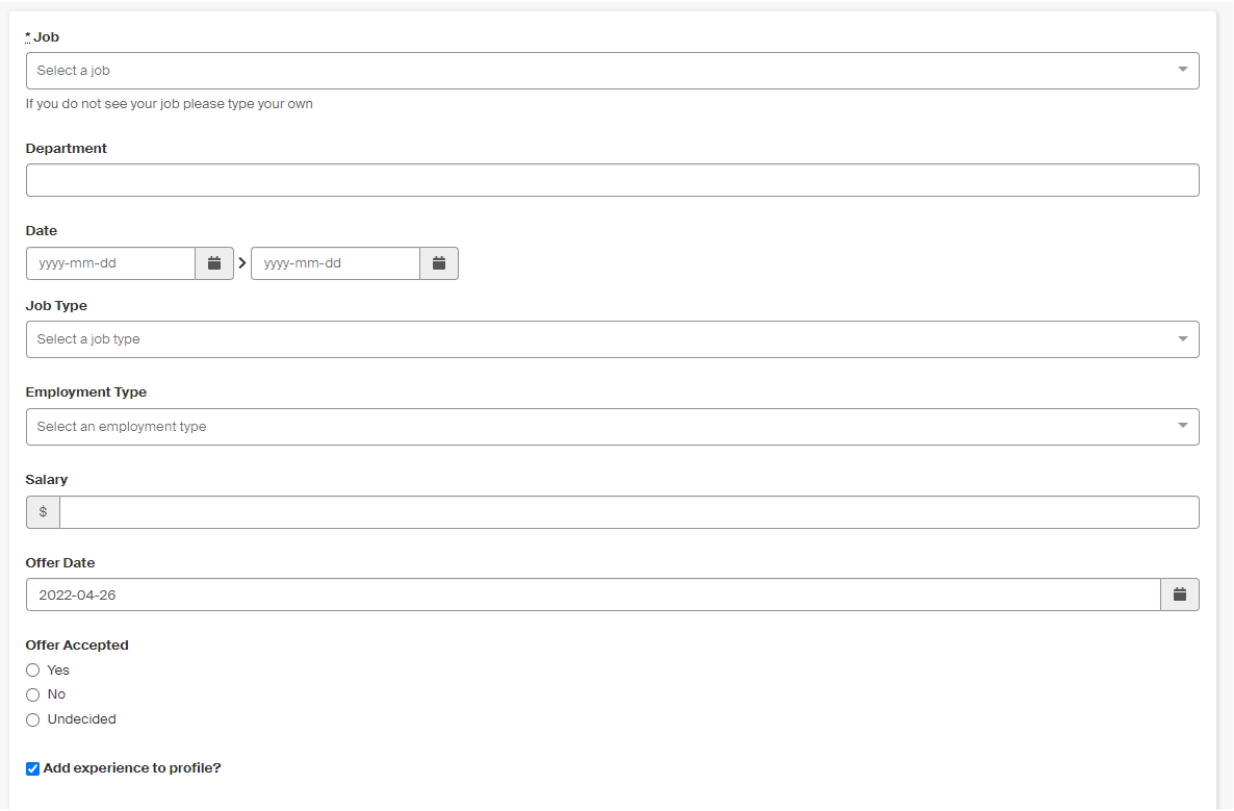
1. Log into Handshake via the my.pitt.edu portal. For first time users, it'll prompt you to complete your profile information. You can skip completing your profile for now and can update it later by clicking on your initials, then *My Profile* or *My Career Interests*. *Note: if you opted out of Handshake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

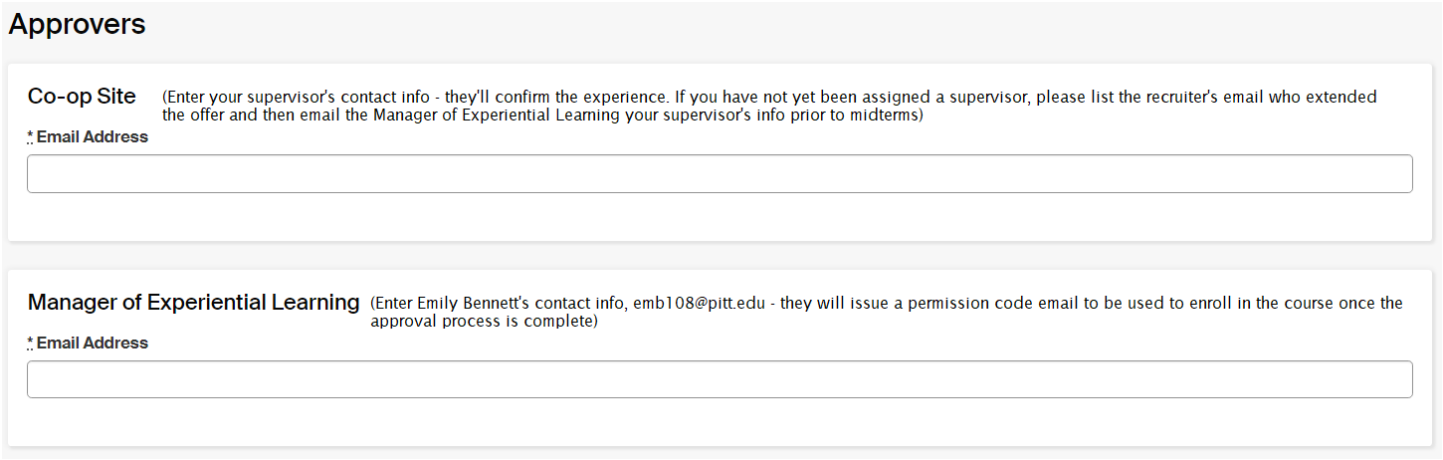
3. Under Details, select INFSCI 1082 Co-op for Credit and then for the term, select the one in which you'll be doing your co-op. *Note: students must be enrolled in their INFSCI 1082 course the same semester they're doing the experience

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)

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



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 job duties (500 word maximum) and how the co-op is integral to your field of study
- Select the appropriate rotation (for example, 1st 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 enroll in INFSCI 1082 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. 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 INFSCI 1082 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 the CPT Course Enrollment and Policies for SCI Students document.

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.