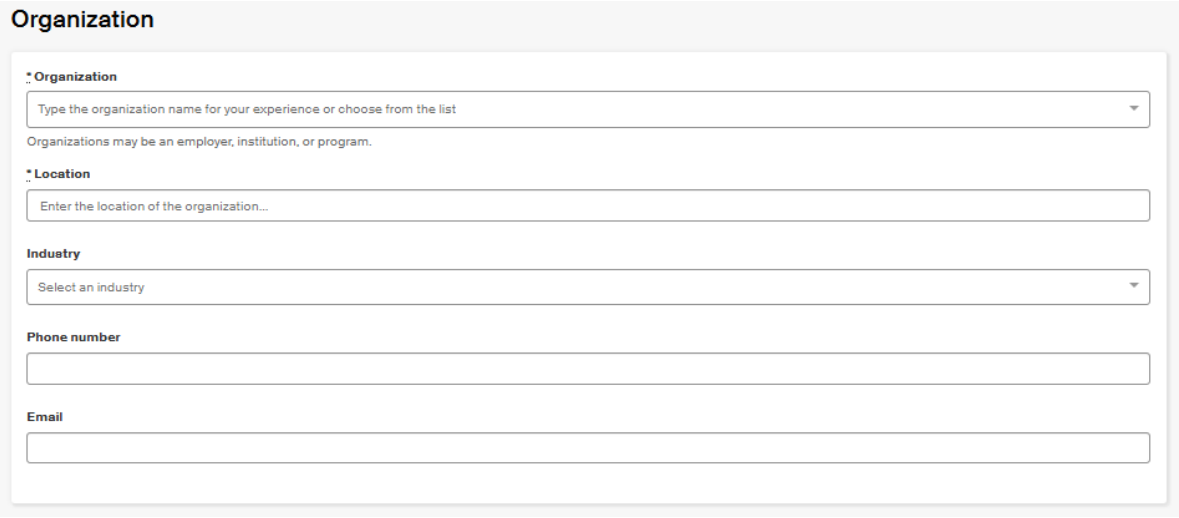
Submit an Experience for Credit: ISSP 2900

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*. If you previously opted out of Handshake emails, opt back in to receive alerts under your initials, then *Settings.*

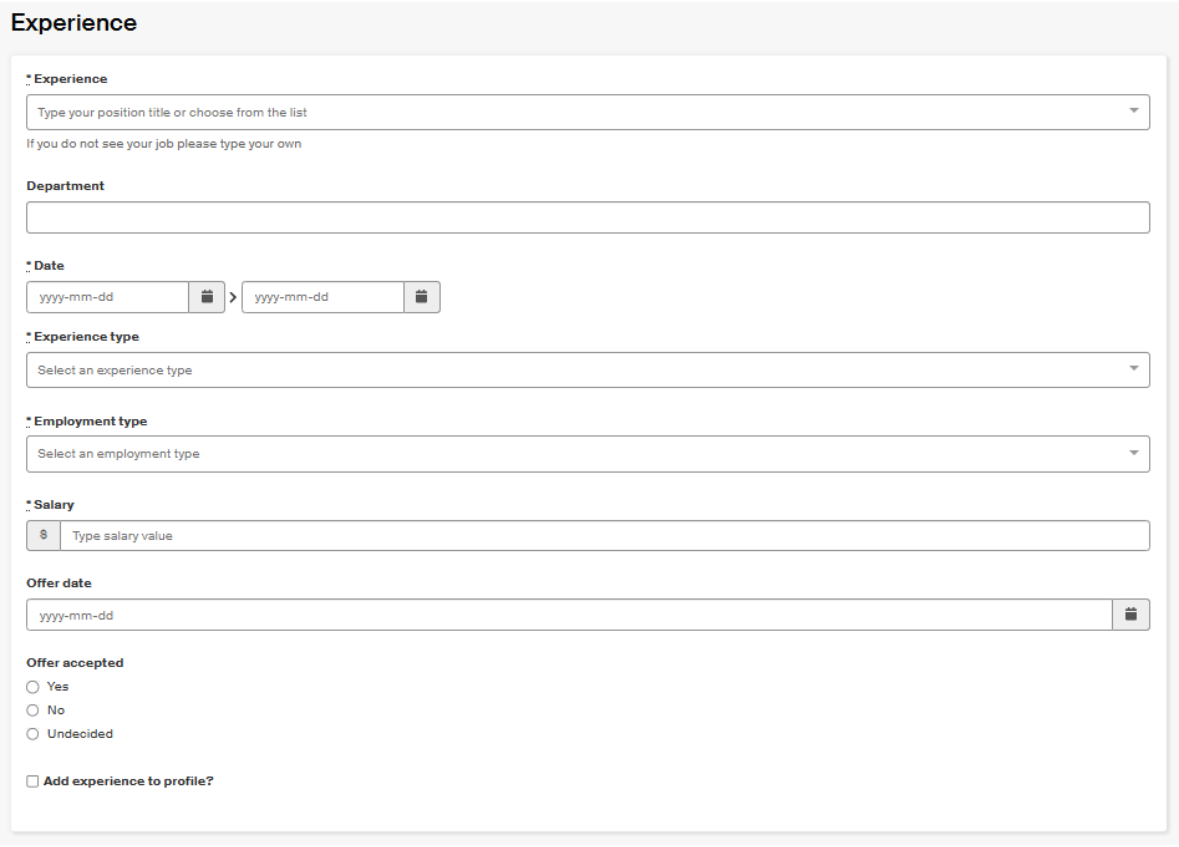
2. Click on *Career Center*, then on *Experiences*, and then *Submit an Experience*.

3. Under Details, select ISSP 2900 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 the course the same semester they're working

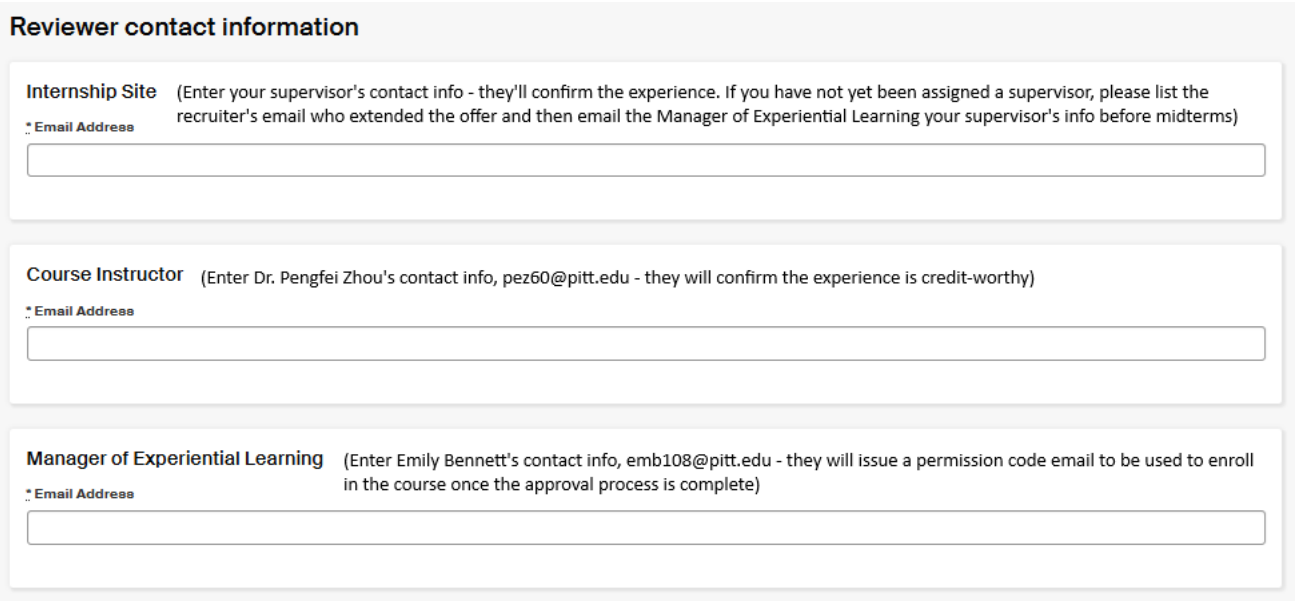
4. Enter the employer details and select the appropriate dropdown when it appears (some info, like Industry, will auto-fill if the employer is in Handshake, if not make your best guess)



5. Complete all fields marked with an asterisk. For Experience Type, please select *Internship*.



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



7. Provide responses to the following questions:

- Provide a detailed description of internship duties (500 words maximum)
- Describe how the internship is integral to your field of study (500 words maximum)

8. Confirm the following pre-enrollment statements below, then click *Submit an Experience* to submit the application.

- I confirm that I have not taken this course before (master's student) or only once before (doctoral student)
- I confirm I will enroll in ISSP 2900 the same semester I will be working
- I confirm that if I'm on an academic appointment, I have received permission from the Department Chair and Dean's office and will attach proof by clicking 'add attachment' in the side column
- 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)
- 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 that I understand that check-ins with the course instructor are on an as-needed basis, and that satisfactory midterm and final evaluations (both site and student), and midterm and final papers, are required to remain eligible to receive credit

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

1. Upload your offer letter and academic appointment approval (if applicable) under *Attachments* in the side column.

2. 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. If you have any concerns about the experience being eligible, bring them up to the Manager of Experiential Learning now.

4. Review the Course Learning Agreement located under *Attachments* in the side column.

If your request has been approved, you will receive a permission code email that will be used to enroll in the ISSP 2900 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.