Submit an Experience for Credit: CS 1900

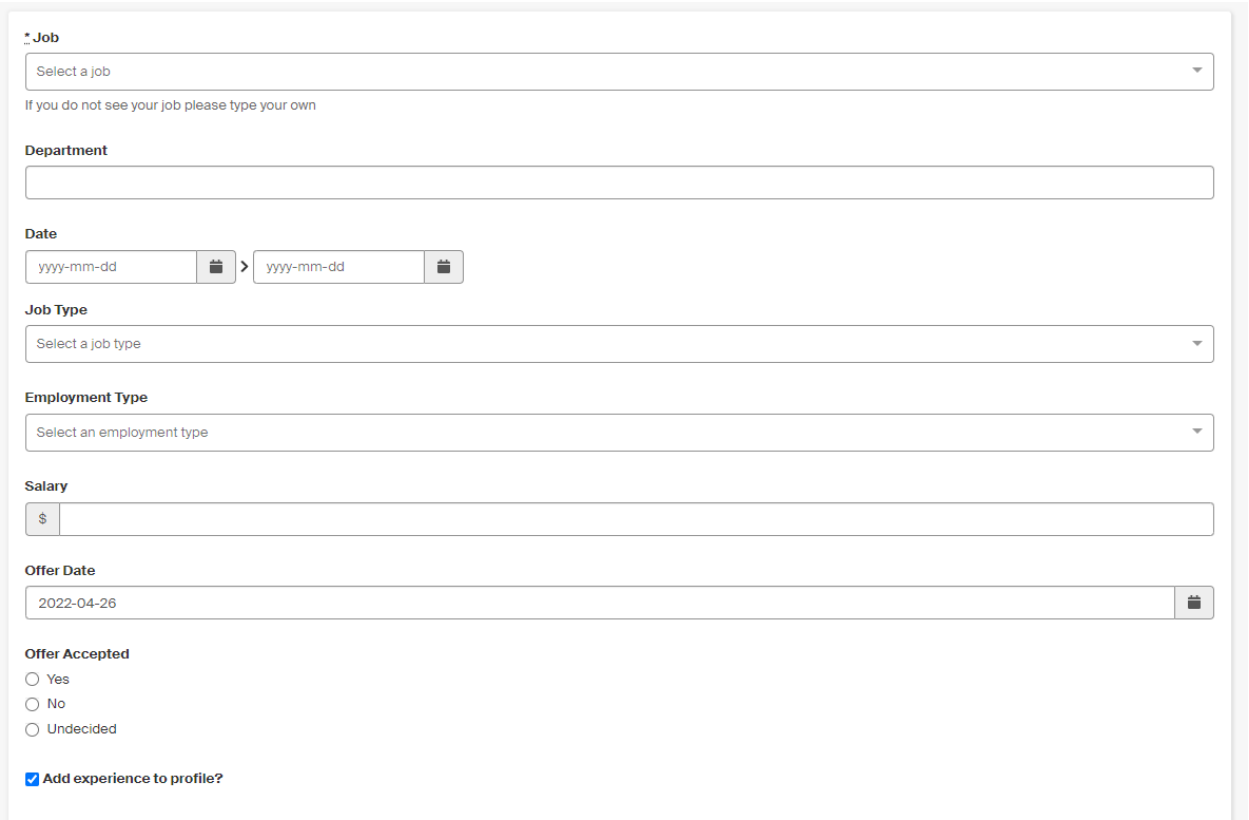
1. Log into Handshake via the my.pitt.edu portal. For first time users, it'll prompt you to complete your profile information. You can skip completing your profile for now and can update it later by clicking on your initials, then *My Profile* or *My Career Interests*. *Note: if you opted out of Handshake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

2. Click on *Career Center* in the upper-left corner of your screen, then on *Experiences*, and then *Submit an Experience*.

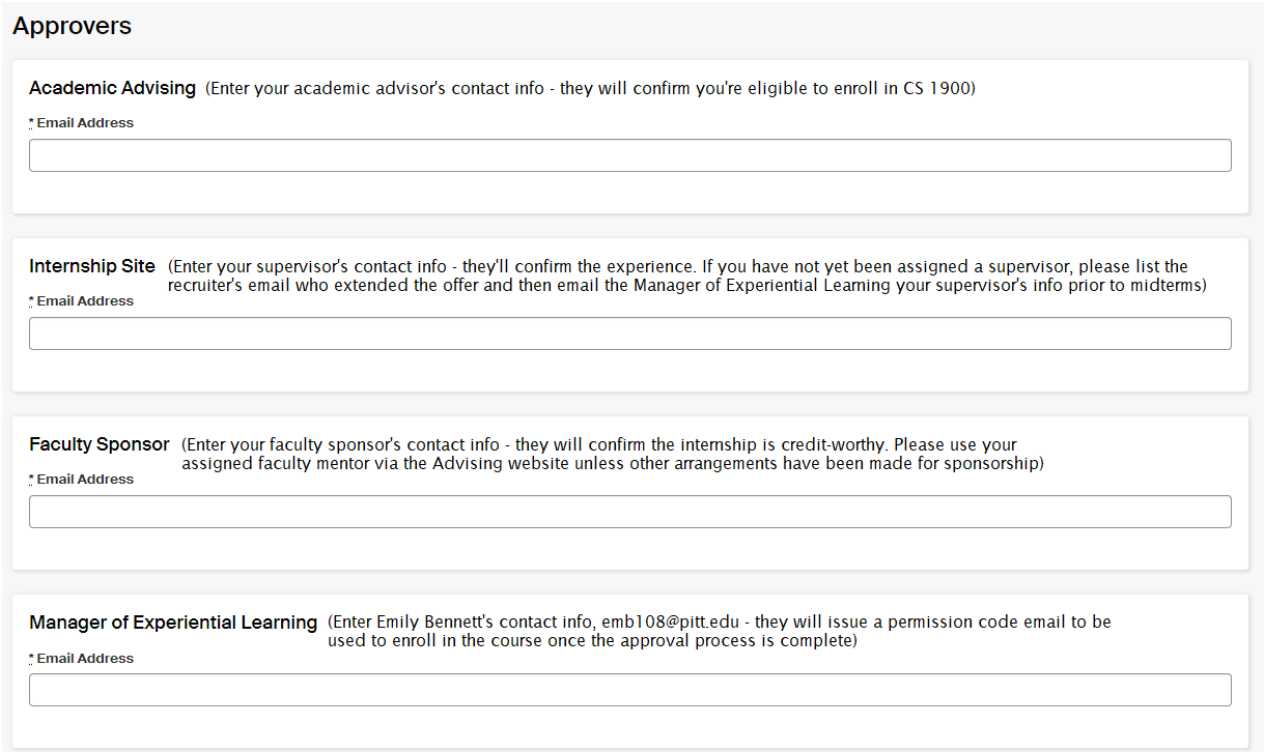
3. Under Details, select CS 1900 Internship for Credit and then for the term, select the one in which you'll be doing your internship. *Note: you will be asked in another section which term you'll be taking the capstone course.

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)
- Select the semester you will be enrolling in CS 1900 (typically the same semester you're interning, unless it's a summer internship – then enrollment is in the fall unless work authorization (CPT) is required or you have other extenuating circumstances)
- 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 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. 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 counting for capstone, bring them up to your faculty sponsor now.

4. Review the Course Learning Agreement 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 1900 course. Be sure to enroll before the internship begins, as well as before any deadlines established on the policies site.

*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.