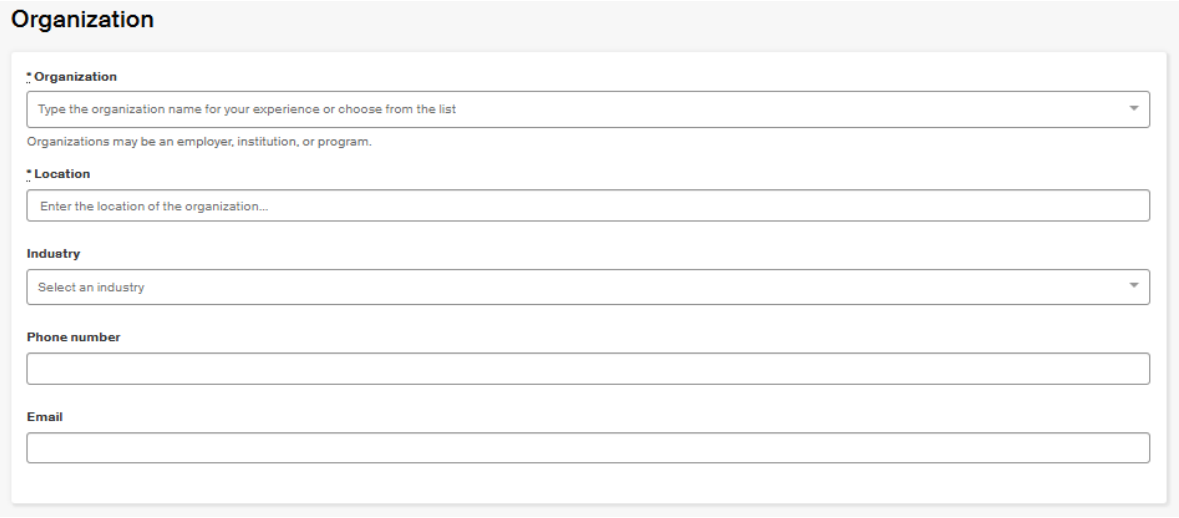
Submit an Experience for Credit: FTDJ

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.*

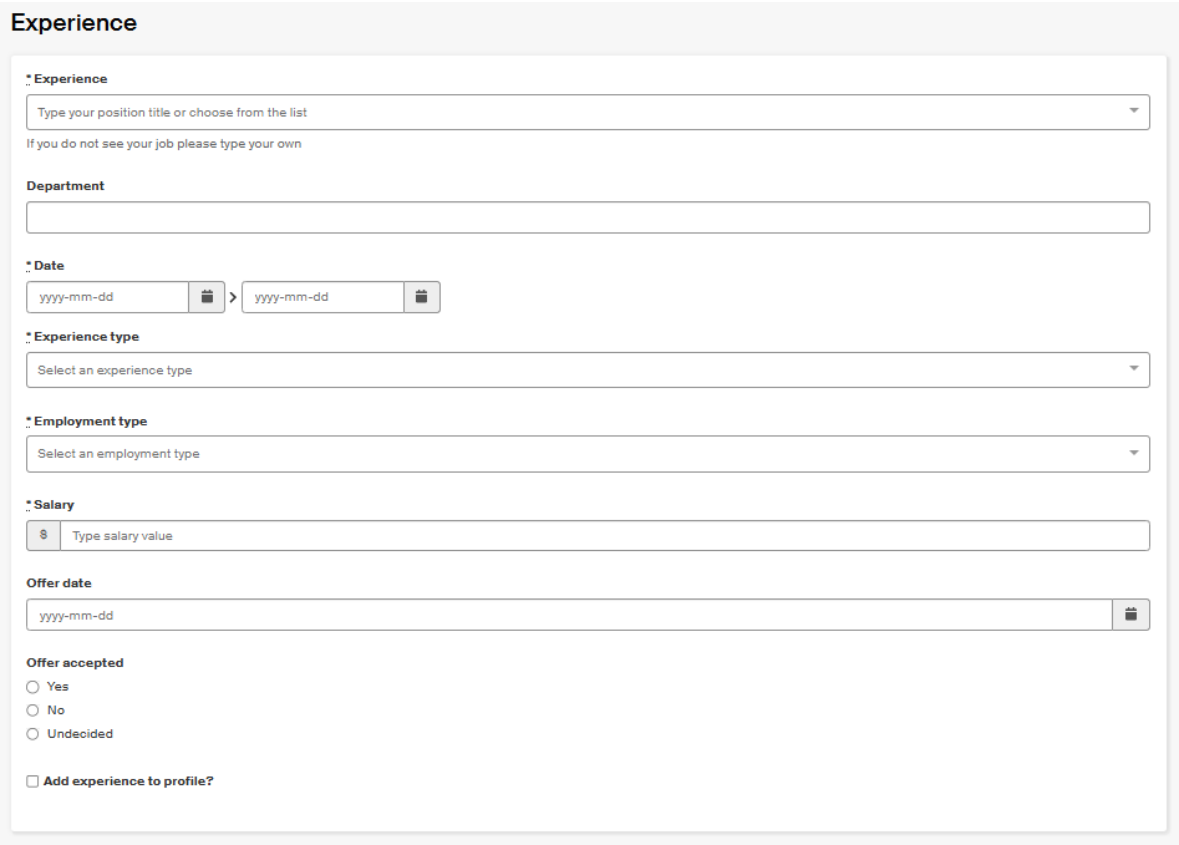
2. Click on *Career Center*, then on *Experiences*, and then *Submit an Experience*.

3. Under Details, select FTDJ/Off-Campus Employment 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

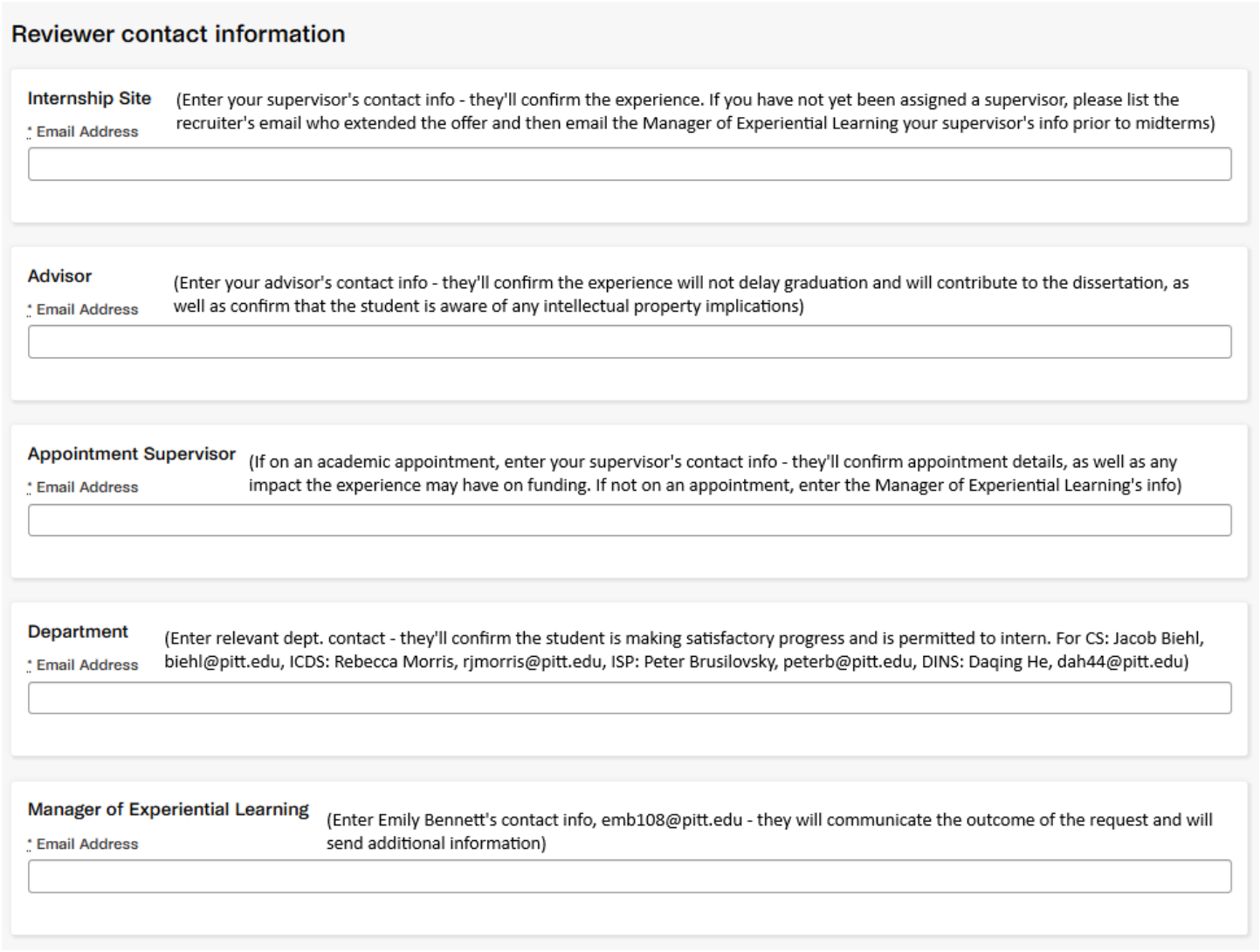
4. Enter the employer details and select the appropriate dropdown when it appears (some info, like Industry, will auto-fill if the employer is in Handshake, if not make your best guess)



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 work is integral to your dissertation (500 words maximum)
- How many credits will you have completed prior to the semester you're requesting to work off-campus?
- Will you be in full-time dissertation status the semester you're requesting to work off-campus?
- What is your next academic milestone (comprehensives, proposal defense, or dissertation defense), and what is your expected timeline?
- How many internships have you participated in while enrolled in your degree program? Be specific (semester, year)
- Would you typically be on an academic appointment the semester you're requesting to work off-campus?

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

- 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 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
- If I'm typically on an academic appointment the semester I'm requesting to work off-campus, I confirm I have discussed this with my supervisor, as well as any impact it will have on my appointment/funding
- If I require work authorization, I confirm I will enroll in FTDJ the same semester I'm working off-campus and that the work must contribute to my dissertation

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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 being eligible, bring them up to the Manager of Experiential Learning now.

If your request has been approved, you will receive a follow-up email and will need to work with your department to enroll in FTDJ. 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' 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.