

Student Instructions

Requesting an Internship Experience

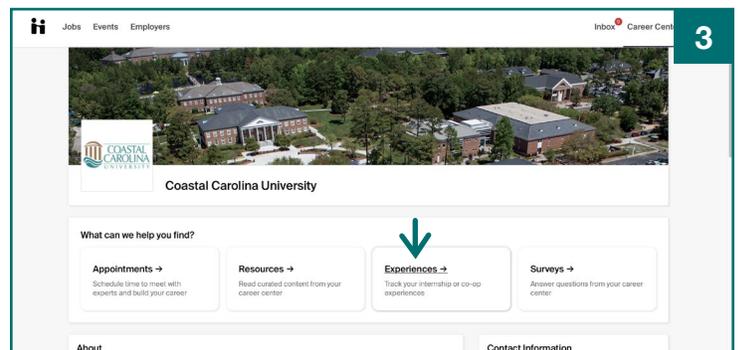
Looking to get credit for your internship? Here's how you start. Once you've been accepted to an internship, make sure to begin the experience request as soon as possible. Our request process is through Handshake and requires you to complete online forms regarding your internship, so that you can be approved for academic credit.

Before Submitting Your Request

- Review the [Learning Contract Worksheet](#) link with your employer to gather important information. This is important because **you can't save and return in Handshake**, so its good to have all the information written down beforehand.
- Talk with your **academic advisor** to see how it fits into your academic program. To get to the academic advisor, log-in to your MyCCU account and check underneath the "Advisors" panel.
- Talk with the **faculty internship coordinator** for your major (or minor) department to make sure you are eligible to be enrolled in the internship course. (Don't know who this is? [Check Here](#))
- If your internship is international, you must contact the **Center for Global Engagement** and submit approval forms via Handshake (International Internship experience request).
- Always feel free to **schedule an appointment** with the University Internship Director on CCU Handshake for assistance and any questions with this process!

Submitting Your Experience Request

1. Navigate to coastal.joinhandshake.com and sign in with your CCU log in/password
2. Click "Career Center" in the upper right
3. Select Experiences
4. Click "Request an Experience" (This will begin the experience process in Handshake.)



Request an Experience

5. Complete the first page and input information under each heading titled “Details, Employer, Job, Approvers, and General.” Once the forms have been filled out, click “Next Page.”
6. Complete the second page and input information into the Student Questions. Once the forms have been filled out, click “Next Page.”
7. Complete the third page and input information into the Job Description Questions. Once the forms have been filled out, click “Next Page.”
8. Complete the fourth page and initial your agreement regarding expectations for your internship. Once the forms have been completed, click “Next Page.”
9. This last step allows you to review the information you’ve inputted. Once you have verified everything is correct check the two boxes at the bottom of the page and click “Request Experience.”
10. You have now submitted your experience request!

After Submitting Your Request

- Notify your **employer** that you submitted a request in Handshake, and let them know they will be receiving an email from Handshake regarding your internship approval (also remind them the email may appear in their spam/junk folder).
- Check your **email** for final approval in 1-2 weeks. Also, be sure to check your **spam or junk email** folder—the email notification comes from Handshake.
- Double check your **MyCCU** account to verify that you have been enrolled in the Internship course.
- Remember that your faculty internship coordinator will have **additional required assignments** during your internship, including a final evaluation form for you and your employer to complete as well as a work hours log to verify your working hours for the internship.
- Have a great experience, and be sure to share your success story with the **CCU Career Services Office!**