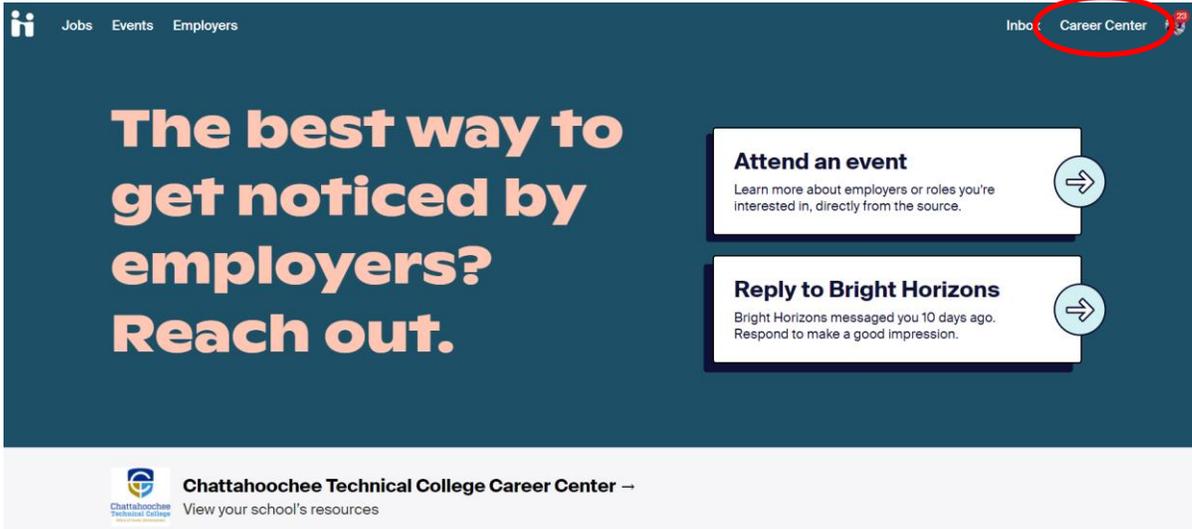


# REQUEST AN EXPERIENCE STUDENT GUIDE

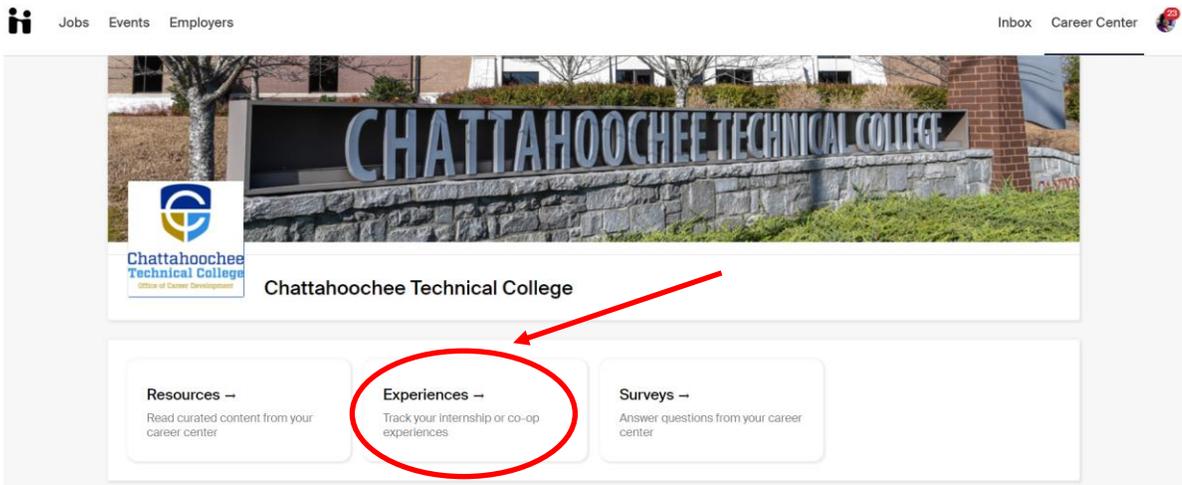
An Experience in Handshake is a way to submit a G.L.O.W. internship for approval (this is for credit-bearing internships only). Once you submit an Experience, you can manage it through Handshake and create learning objectives to track your progress.

## To Request an Experience

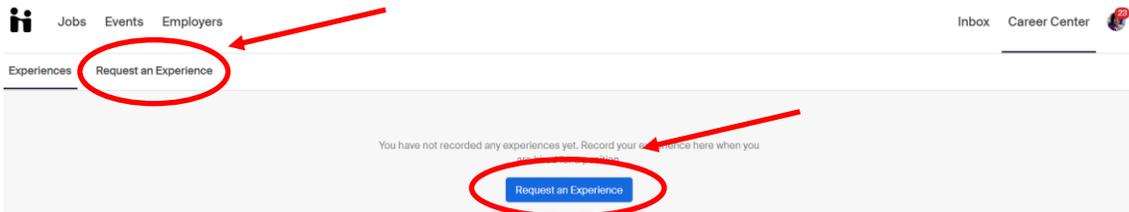
1. Click on **Career Center** in the upper-right corner of your screen.



2. Click on **Experiences** from the Career Center page.



3. Click on **Request an Experience**, located toward the upper-left, under the handshake icon or the blue button if you have not requested an experience before.



4. Choose the **G.L.O.W. Internship** Experience Type and the Term. If it doesn't show up in the dropdown list, please type it in. Reach out to the Career Development Office if you are not sure which one to select or what to type.

A screenshot of the 'Details' section of the LinkedIn experience form. It contains two dropdown menus. The first is labeled 'Experience Type' and has 'Communication Internship' selected. The second is labeled 'Term' and has 'Spring 2019' selected. Both dropdown menus have a small 'x' icon and a downward arrow on the right side.

5. Enter the employer details for your Experience.

*Note: Employer Phone Number and Employer Email Address are optional and should be for the company, **not** for your individual supervisor.*

A screenshot of the 'Employer' section of the LinkedIn experience form. It includes a dropdown menu for 'Employer' with 'Handshake' selected. Below this is a text input field for 'Location' containing '2601 Mission St, San Francisco, CA 94110, USA'. There is also a dropdown menu for 'Industry' with 'Internet & Software' selected. At the bottom, there are two empty text input fields for 'Employer Phone Number' and 'Employer Email Address'.

6. Enter the job details for your Experience.

**Job**

\* Job  
Product Intern x

If you do not see your job please type your own

Department  
Product

Date  
2019-06-01 > 2019-08-31

Job Type  
Internship x

Employment Type  
Full-Time x

Salary  
\$ 20

Pay Period  
 hourly  
 monthly  
 yearly

Offer Date  
2019-04-04

Offer Accepted  
 yes  
 no

7. Enter the Approvers for your Experience (if required by your school).

**Approvers**

**Supervisor**

\* Email Address  
ben@jhandshake.com

An approver with this email address does not exist. Please fill out the following fields to create one.

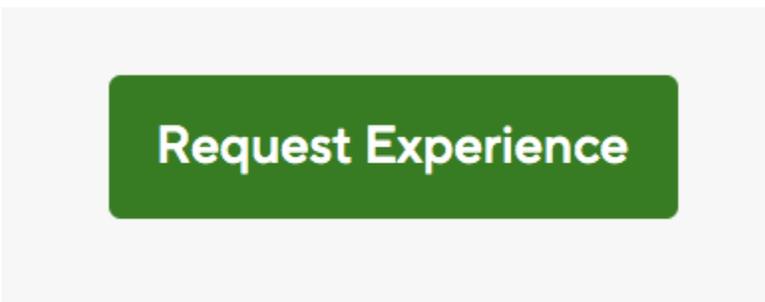
\* Name  
Ben C

Title  
Head of Product

Phone Number  
(555) 555-5555

8. Answer the custom questions on the "**G.L.O.W. Internship Request**" survey.

9. Select **Request Experience** in the bottom right corner of the page to complete the Experience request process. You will then see that your Experience has been successfully created and is pending approval from your Career Center.



You will also receive a confirmation email once your Experience has been submitted.

Once your experience has been approved, you can stay connected to the career center by communicating in the comments section and viewing evaluations from the reviewers involved.