**Instructions for Completing Your Internship/Practicum/Externship Contract on Handshake**

* Make sure you have all the information you will need. (see sample contract on the internship website).
* Sign into Handshake (your sign-in is the same as your campus sign-in).
* If you are on the phone Handshake app, go to your Profile, click on it, then “Career Center.” On your laptop, go to “Career Center” on the menu.
* Click “Experiences”
* Click “Submit an Experience.”
* Fill in **all** the questions. All are required for KWC! If you are not getting paid, please put a zero where it asks for salary. Note: The employer sponsor is the “First Approver.” Also note: One of the questions asks you to confirm that you have read and understand the attachments. Those are actually on the next page but the system will not let us switch the order. Instead, these can be found on the internship website, from your faculty mentor, or from Career Development so be sure to review them. They are the expectations document and the Internship Checklist. [Internship Forms and Information – Kentucky Wesleyan College Intranet (kwc.edu)](https://intranet.kwc.edu/registrar/internship-forms-and-information/)
* At the bottom of the page, it says “Add experience to profile.” Click this if you want employers to be able to see this on your profile.
* Once all information is filled out, click the request button on the bottom.
* You will see a screen that says “Experience was successfully created”
* Below that statement on the right, click on “Learning Objectives.”
* Enter and save three learning objectives. (These should be reviewed with your employer sponsor and faculty mentor **before** requesting the experience.)
* Once the learning objectives are entered, you will need to approve them under “student” at the bottom of the page.
* Your employer sponsor and faculty mentor will receive emails with a link to your experience for approval once we have confirmed that all fields are filled out.