



Submitting Your Experiential Learning Opportunity for Approval

Please note that the approval process must be completed by the end of the Add/Drop Period for the semester in which you will be completing your experience (internship, practicum, etc.) and this process may take up to 72 hours activate. Otherwise, you will need to file a petition for approval and then once approved complete a paper version of the internship contract. Summer internships do not need to file a petition. You are not registered for the internship, practicum, etc. until during the first week of registration. Non-credit bearing experiences do not need to be submitted through Handshake. However, they do need to be submitted via hardcopy. Please stop by CPDC for the necessary paperwork.

Before reporting your internship electronically make sure that *you have found a faculty member who has agreed to be your faculty sponsor* and that you have the academic requirements.

If you are a CJM major there is additional paperwork you need to complete and submit to the department chair **prior to** reporting your internship electronically. Please see Professor Charbonneau for this paperwork.

1. Access Handshake (from your Nichols [OneLogin](#) click on the Handshake application).
2. Select the "Resources" section on the left side of your homepage and read all required documents under the Academic Internship Reporting Process. If you are a sport management major, you also need to read the documents in the Sport Management Academic Internship/Practicum Reporting Process area.
3. Click on "Experiences" located on the left side of your homepage.
4. Click on "Report an Experience" from the tabs on the top of the page.
5. Select the term in which you will be completing your experience (internship, practicum, etc.) from the drop down menu (If it is past the add/drop date for the semester in which you wish to complete this internship you will need to file a petition (unless it is for the summer semester) and once approved you can then report your internship on Handshake. *Please see Career and Professional Development Center if you have questions on this.*)
6. Select an employer from the drop down menu. If the employer is not listed you can type it in on your own. Then enter the location; employer phone and employer email address.
7. If you found the internship on Handshake you can select the position from the drop down menu and it will prepopulate with all of the information. *If you found this internship on your own you can type in the information on your own.*
8. Enter the job title (ie. marketing intern, etc.); start and end date, job type (from the drop down menu select internship); salary information (marked as 0 if it is unpaid or amount of stipend) Select hourly or Yearly (for stipends). *Do not enter any information for the offer questions.*
9. Enter the supervisor name, email (very important that this is correct as the approval process is completed via email), supervisor title and phone.
10. Complete all of the remaining questions under the General section. *Note: for the Academic Requirements and Internship Description you can either type in the information or type "please see attachment" and you can attach these documents in a future step.*
11. Review the information you entered and if correct click on "Create Experience." This will bring you to the Experience Overview page. Here you will be able to upload any attachments you may have by clicking on "Attachment" section and then clicking on "Create a New Attachment" from the top tab.
12. Click on the "Comments and Activity" tab at the top to view comments and the status of your experience (internship, practicum, etc.).