

NEW: Request an Experience (as a Student)

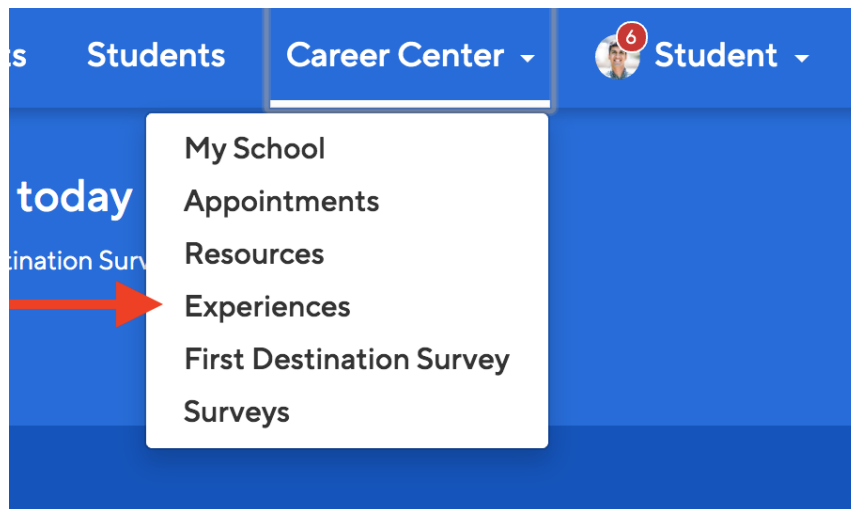
An Experience in Handshake is a way to submit an internship for approval.

- For credit (for a grade or Q/NQ based on your academic department)
- For experience (no credit but Q/NQ to appear on your transcript)

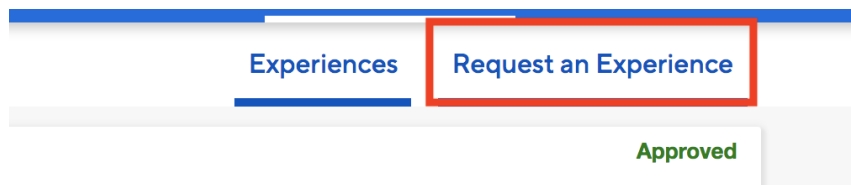
Once you submit an Experience, you can manage it through Handshake and create learning objectives to track your progress.

To Request an Experience

1. Click the **Career Center** in the top menu bar
2. Select **Experiences**



3. Click **Request an Experience**



4. Choose Internship

A screenshot of the 'Request an Experience' form. The form is titled 'Request an Experience' and has a sub-header 'Details'. It contains two dropdown menus: 'Experience Type' with 'Internship' selected, and 'Term' with 'Spring 2020' selected. The 'Request an Experience' button is highlighted in the top navigation bar.

5. Enter the employer details for your Experience

Employer

Employer

Albright College

If you do not see your employer please type your own

Location

1621 North 13th Street, Reading, Pennsylvania 19604, United States

Industry

Higher Education

Employer Phone Number

(610) 921-7630

Employer Email Address

elcdc@albright.edu

6. Enter the job details for your Experience

Job

Job

Marketing Internship

If you do not see your job please type your own

Department

Experiential Learning and Career Development Center

Date

2020-01-27 > 2020-05-08

Job Type

Internship

Employment Type

Part-Time

Salary

\$ 8

Pay Period

hourly
 monthly
 yearly

7. Enter the Approvers for your Experience

Approvers

Faculty Internship Supervisor

* Email Address

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name

Employer Internship Supervisor

* Email Address

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name

8. Enter dates of your internship and the description provided by the internship supervisor.

Student Internship Agreement

Albright does not knowingly approve internship opportunities which pose undue risk to participants nor does the College conduct reviews of internship facilities, but any internship or travel carries potential hazards which are beyond the control of the College and its agents and employees. I understand that the College, its governing board, employees or agents do not exercise any control over and are not responsible for the conditions of my working environment at the Internship. I also understand that Albright and its faculty reserve the right to make cancellations, changes or substitutions regarding my internship in cases of emergency or changed conditions or in the general interest of its Internship Program.

* Dates of Internship

* Internship Position Description

9. Read and agree to YOUR responsibilities as an Albright student intern.

General

Student Responsibilities

Student Responsibilities - As a student seeking credit for an internship experience, I agree to:

.* Complete the Student Internship Agreement via Handshake and have approval from my Internship Site Supervisor, my Supervising Professor, and the Registrar prior to beginning my internship.

- Yes
- No

.* Conduct my own due diligence with regard to a particular internship site and working conditions.

- Yes
- No

.* Perform to the best of my ability those tasks assigned by my Internship Site Supervisor which are related to my learning objectives and to the responsibilities of the position

- Yes
- No

.* Follow all the rules, regulations and normal requirements of this placement's organization.

- Yes
- No

.* Fulfill the academic learning objectives required by the department and/or my Supervising Professor.

- Yes
- No

.* Notify the Experiential Learning and Career Development Center (ELCDC) and my Supervising Professor of any changes I need to make to this agreement or any problems that may develop during the on-the-job experience.

- Yes
- No

.* Maintain sufficient health, accident, and hospitalization insurance to cover me during my internship at my sole expense.

- Yes
- No

10. 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.



Request Experience

11. 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 ELCDC by communicating in the comments section and view evaluations from the reviewers involved.
- Please contact your faculty advisor to obtain a copy of the internship course syllabus and discuss your learning goals and objectives for the internship as well as the ELCDC to obtain information.
- Want to get advice or recommendations about how to make the most of your internship? Contact the ELCDC.