

## How to Request and Internship for Credit – Handshake

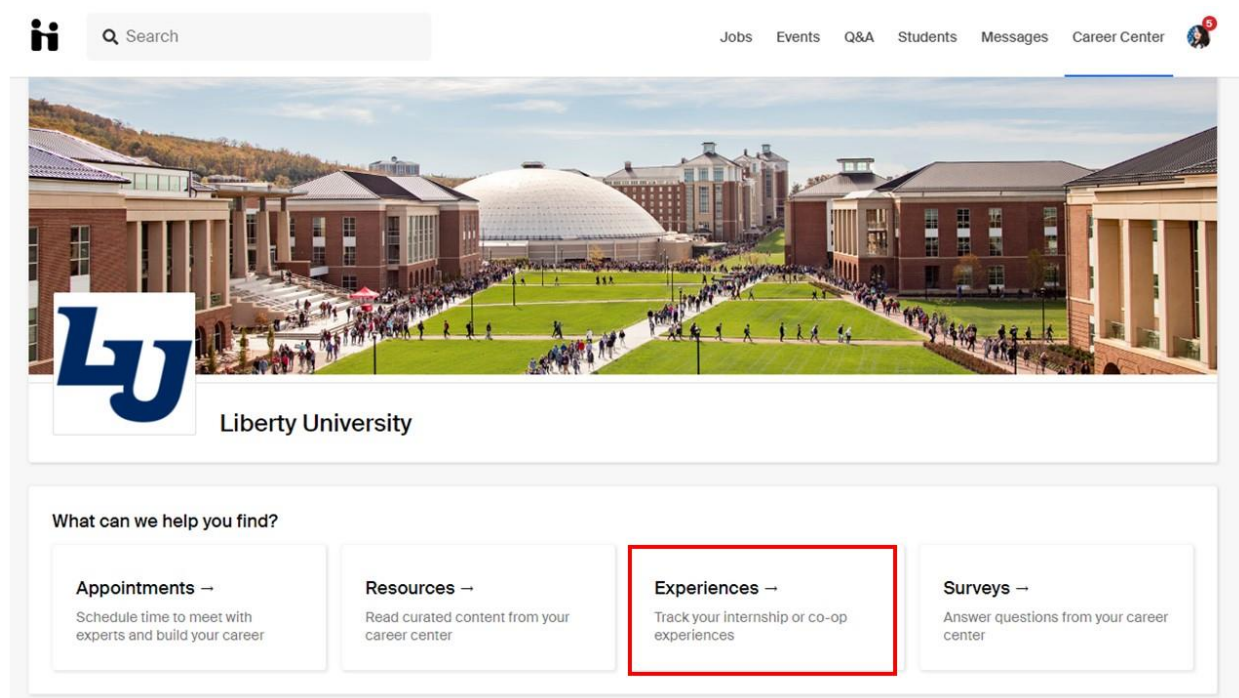
Make sure you have touched base with your Faculty Internship Advisor before beginning this process.

### Step 1: Sign into your Handshake account

<https://liberty.joinhandshake.com/>

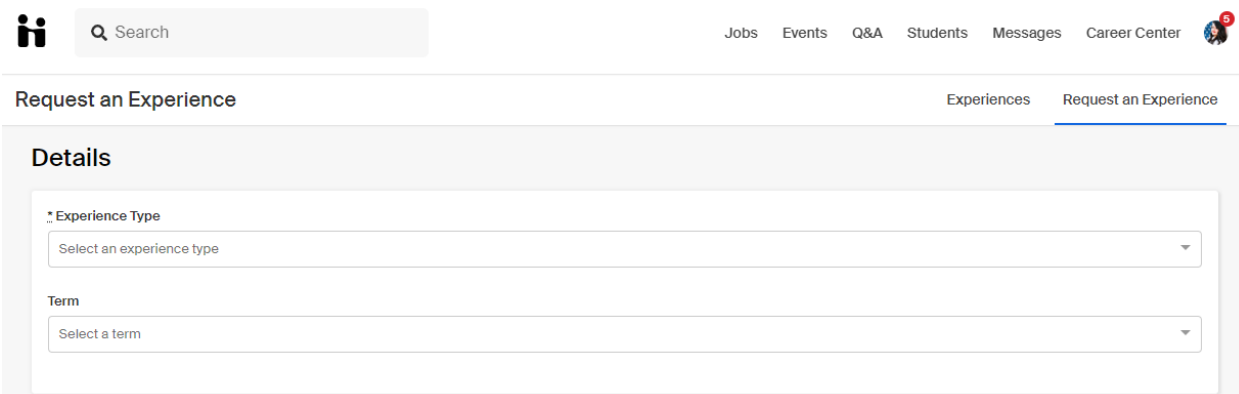
(\*If you have never signed in before, no problem! You have an account, you just need to claim it. Handshake will ask you some questions to get you started, but then you are good to go).

### Step 2: Go to “Career Center” on the top right hand corner and click on “Experiences” listed below.



Handshake interface showing the Liberty University Career Center. The page includes a search bar, navigation links (Jobs, Events, Q&A, Students, Messages, Career Center), and a main banner for Liberty University. Below the banner, a section titled "What can we help you find?" displays four options: Appointments, Resources, Experiences (highlighted with a red border), and Surveys.

### Step 3: Once you are on the Experiences page, click on “Request an Experience”.



Handshake interface showing the "Request an Experience" page. The page includes a search bar, navigation links (Jobs, Events, Q&A, Students, Messages, Career Center), and a breadcrumb trail: Request an Experience > Experiences > Request an Experience. The "Details" section contains two dropdown menus: "Experience Type" and "Term".

**Step 4: Fill out the details requested, and make sure to select the correct internship (ex. SMGT/SETM 399, 499, 699 Internship Application) as your Experience Type.**

(\*Please make sure you fill out ALL the required information, and if you don't know how to answer something, please email your faculty internship advisor using the emails found on the following website: <https://www.liberty.edu/business/internship-program/>)

**Step 5: Submit your Experience for approval.**