Submit an Internship Experience through Handshake

1. Click **Aurora University Career Center** on the left navigation menu.

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

3. Click **Submit an Experience**, located in the upper-left corner of the page.

4. Choose the relevant **Experience Type (Internship)** and **Term** from the dropdown options. **Ex: Marketing Internship 4940, CRJ Internship 6940 or Business Internship 4940**

5. Enter the Employer details for your Internship:

- **Employer**
- **Location**
- **Industry**
- **Employer Phone Number**
- **Employer Email Address**

6. Enter the Job details for your Internship:

- **Job**
- **Department**
- **Date** (yyyy-mm-dd)
- **Job Type**
- **Employment Type**
- **Salary**
- **Offer Date**
- **Offer Accepted**
- Yes
- No
- Undecided
- **Add experience (internship) to profile?**

- Check the box to add to your Handshake profile

Job

* Job

Social Media Intern

If you do not see your job please type your own

Department

Marketing

Date

yyyy-mm-dd > yyyy-mm-dd

Job Type

Internship

Employment Type

Part-Time

Salary

$

Offer Date

yyyy-mm-dd

Offer Accepted

○ Yes
○ No
◉ Undecided

☑ **Add experience to profile?**

7. Enter your Approvers (Internship Site Supervisor) information

- **Email Address** (required)
- **Name** (required)
- **Title**
- **Phone Number**

Approvers

Internship Supervisor

* Email Address

ttredding@handshake.com

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

* Name

Tina   Redding

Title

Product Manager

Phone Number

123-456-7890

8. Answer the additional survey questions

9. Click the green button **Request/Submit Experience** in the bottom right corner of the page to complete the Experience request process.

Once requested, you'll be directed to the Experiences Overview page. You'll also receive an email to your inbox confirming the request.