

## Recording a Non-Credit Internship/Worked-Based Experience in Handshake

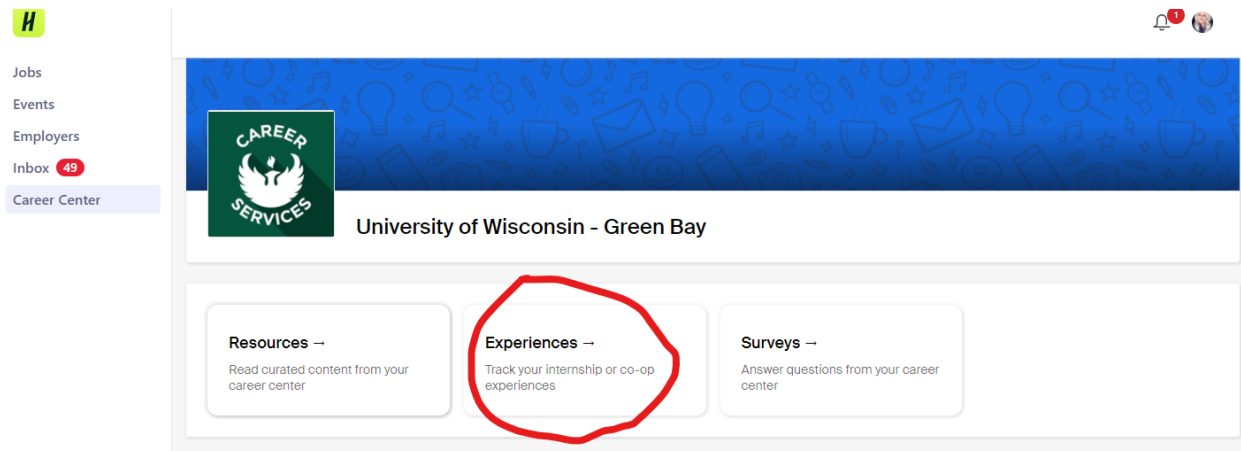
(Student View)

[Handshake website](#)

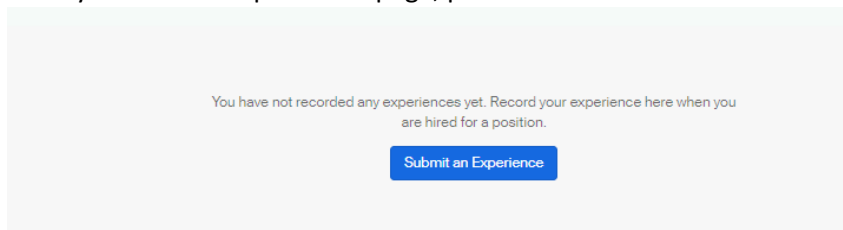
- Once [logged into Handshake](#) using your UWGB email, go to the tool bar on the left-hand side and select **Career Center**



- Next, click on the **Experiences** tab as circled below



- Once you find the experiences page, press the blue button labeled **Submit an Experience**



- On the next page, you'll need to begin filling out the Experience details.
- Everything with a red asterisk (\*\*\*) must be completed
- Under **Details**, you'll need to fill out the **Experience Template (Select Non-Credit Internship/Work-Based Experience)** as well as the **Term** in which the experience will be completed

## Details

\* Experience template

Non-Credit Internship/Work-Based Experience x ▾

\* Term

Summer 2023 x ▾

- Under **Organization** Information you'll need to type in the name of your employer as well as an address for the company/employer
- You may leave the other sections blank unless they auto fill

## Organization

\* Organization

Select an organization ▾

Location

Birmingham, Alabama, United States

Email

- Next, you'll need to enter the **job** title under Experience as well as the **dates** the experience is predicted to be within.
- If the exact dates are unknown, you may insert the running dates of the term selected.
  - Ex. If the experience is during the fall term you may insert September 2<sup>nd</sup> through December 13<sup>th</sup> in the date calendar
- Under **Experience Type** you'll need to select **Internship**
- Insert the **salary** of the experience. If unpaid, enter \$0.00.
- You **do not need** to select whether the offer was accepted or not

**\* Experience**

Select an experience

If you do not see your experience, please type your own. An experience can be a job, internship or other opportunity.

Department

**\* Date**

yyyy-mm-dd > yyyy-mm-dd

**\* Experience type**

Select an experience type

**\* Employment type**

Select an employment type

**\* Salary**

\$

Offer date

2023-05-02

Offer accepted

Yes

No

Undecided

- Next, under **Approvers**, insert the email address of the **site supervisor**

**Approvers**

Site Supervisor

\* Email Address

Under the **General: Information about Experience** portion

- Select your **major**
- Provide a **job description** or explanation of duties in the provided space
- Select whether or not you'll be performing tasks **on-site, remotely, or both**
- Insert your **total** number of hours you're expecting to work during the semester
- Insert how many hours, **weekly**, you're expecting to work
- Provide an **hourly wage** if experience is paid, otherwise write **unpaid**, in the space provided

\* Please copy and paste the job description or enter a paragraph explaining your duties.

\* Will you be performing the tasks on-site, remotely, or a hybrid of both?

- On-site
- Remote
- Hybrid

\* Total # of Hours Expected to be Completed During the Semester

\* How many hours per week will you be performing tasks for the role?

\* Is this experience paid or unpaid? If paid, enter hourly wage. If unpaid, type "unpaid."

- Once finished, **check over the information** you've provided to be sure it's *correct*, then submit the experience using the green **Submit an Experience** button at the **bottom right** side of the page

**Submit an experience**