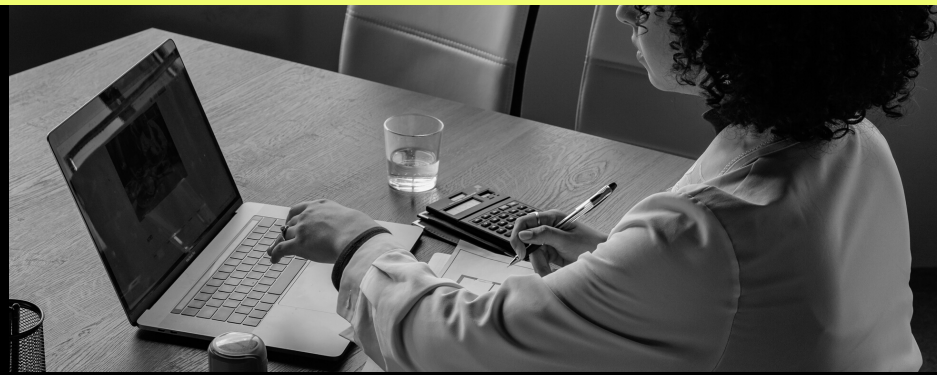


STUDENT GUIDE: Experience in Handshake

ADRIAN COLLEGE
INSTITUTE FOR CAREER PLANNING



Congratulations on your upcoming internship!

You accepted an internship offer, what's next?

How to Request an Internship for Credit Through Experiences in Handshake

1. Log into Handshake using your Adrian College email.
2. On the left side menu, click on Career Center.
3. Click on Experience to enter your internship.
4. Select the term for the semester you wish to register (example; Fall 202X).
5. Complete the required information. You must have the name and email of your site supervisor (note: this will be an employee from your internship site).

Note: If this is a new site, visit the Adrian College, Career Planning [website](#), click Internships, and download the Employer Packet. Your internship site supervisor will need to fill out the form and provide a job description prior to the approval of your internship.

Completing the Process

1. Once you submit your Experience, Handshake automatically notifies your internship site supervisor, faculty sponsor, and department chair.
2. These approvers will review the experience and sign off if approved or decline the experience.
3. Once all approvals are completed, the Institute for Career Planning will review the request and submit the internship to the Registrar's Office where it will be added to your schedule.

Note: Your faculty sponsor will create a syllabus for your internship. It is your responsibility to make sure Career Planning has a copy prior to the first day of Classes.

During your Internship

1. Track your hours using our time sheet or a form provided by your site. Time sheets must be turned into Career Planning at the end of your internship.
2. If your site supervisor changes during your internship, you must submit an updated contact to both Career Planning and your faculty sponsor.

Have Questions?

Contact: Career Planning

careerplanning@adrian.edu 517-265-5161 x4392