**Steps to set up the summer internship course:**

The following information comes from Nathan Zackroff, Internship Advisor in the CU Denver Experiential Learning Center. [Nathan.zachroff@ucdenver.edu](mailto:Nathan.zachroff@ucdenver.edu) (303) 315-7252

Below are the steps to submit an Experience in Handshake and begin the approval process. The Summer semester form will typically be available mid-March.

1. Report your Internship Experience in Handshake:
   1. Log into your Handshake Account.
   2. Click “Career Center” (Top navigation bar) then “Experiences” then “Request an Experience”
   3. **Fill out all the information about your internship experience – be sure to fill in every field, if you don’t know something, put “unsure” and you can update it during your appointment.**
      1. You will need the following information:
         * 1. Name, email, and phone number of the site supervisor
           2. Start date and end date
           3. A full job description – from your employer; **please make sure it’s descriptive** **in your job duties**
           4. Minimum of four learning objectives
2. Click “Next Page & Create Experience.”

When you login in to Handshake, to find the Experience Agreement, click on the [Career Center tab](https://ucdenver.joinhandshake.com/schools/81). Once the Experience form in Handshake is filled out (which should only take a few minutes) you can schedule time with me (Nathan) , [also in Handshake](https://ucdenver.joinhandshake.com/schools/81), and we can start the approval process!