

# Report Your Experience on Handshake

## Submitting Your Experiential Learning Opportunity for Approval

Students are now required to report Research Associate Internships (RAIs), Teaching Associate Internships (TAIs), Academic Internships (for credit), and Experiential Internships (not for credit) via Handshake. Before reporting your experience via Handshake, make sure that *you have identified a faculty member who has agreed to be your faculty sponsor* and you have the academic requirements from your faculty sponsor (for credit experiences only).

**The approval process must be completed by the add/drop deadline for the semester in which you will be completing your experience. Students are advised to start the reporting process at least 3-5 business days prior to the add/drop deadline.** Otherwise, you will need to file a petition for approval.

*\*If you are a CJ/CJM major completing an Academic Internship, there is additional paperwork you need to complete and submit to your faculty sponsor prior to reporting your internship via Handshake. Please reach out to Professor Boyd Brown for this paperwork as Professor Brown coordinates all CJ/CJM internships.*

### **Handshake Reporting Directions**

1. Access Handshake from your Nichols OneLogin account, using your Nichols credentials.
2. Click 'Career Center' on the top, right-hand side of the page.
3. Select "Experiences" on the screen.
4. At the top right side of the page, click 'Request an Experience.' Select which type of Experience you are reporting.
5. Input all of the required information in their respective fields.
6. Review the information you entered and if accurate, click 'Request Experience.' This will direct you to the Experience Overview page.
7. Click the 'Comments and Activity' tab at the top to view comments and the status of your experience.

### **Financial Note for Summer Experiences**

\*During the summer semester, all credit bearing experiences/internships have a financial obligation of \$180 per credit (subject to change). Please note that the Career & Professional Development Center has no involvement in payment and does not receive any form of payment. Please contact the Registrar's office for any questions regarding registration, and please contact Student Financial Services for any questions regarding payment.