  
 Katie Advisor Non-Credit EXPERIENCE



# Secure a Katie Advisor opportunity

* Create your Student Profile on Handshake – [*https://stkate.joinhandshake.com*](https://stkate.joinhandshake.com/)
  + St. Kate’s Student *EXPERIENCE* Database and Employer Connection Site for Internships/Jobs
* **Complete the *Katie Advisor Non-Credit* *EXPERIENCE* form through Handshake to start the Set-up process**

1. Log into your Handshake account
2. Click into *Career Center* at the top right corner of the screen
3. Click on *Experiences*
4. Click on *Request an Experience and Choose: Katie Advisor Non-Credit Experience*

* **Receive Welcome Email & Non-Credit Guidance Pack**

1. Katie Advisor Non-Credit EXPERIENCE Checklist
2. Non-Credit Katie Advisor Project Goals Worksheet
3. Non-Credit Performance Evaluation Form
4. *Get the Most from Your Experience* Tips List

* **Start your Katie Advisor project!**
* **Complete the Non-Credit Project Goals Worksheet**
* **Share & discuss your Goals Worksheet with Project** Supervisor to clarify your role & goals
* **Ask your Project Supervisor to complete the Performance Evaluation form**
* **Request a Meeting with your Project Supervisor to discuss Performance Evaluation feedback**

## Career Development Center • CdC 210 • [askcareer@stkate.edu](mailto:askcareer@stkate.edu)