

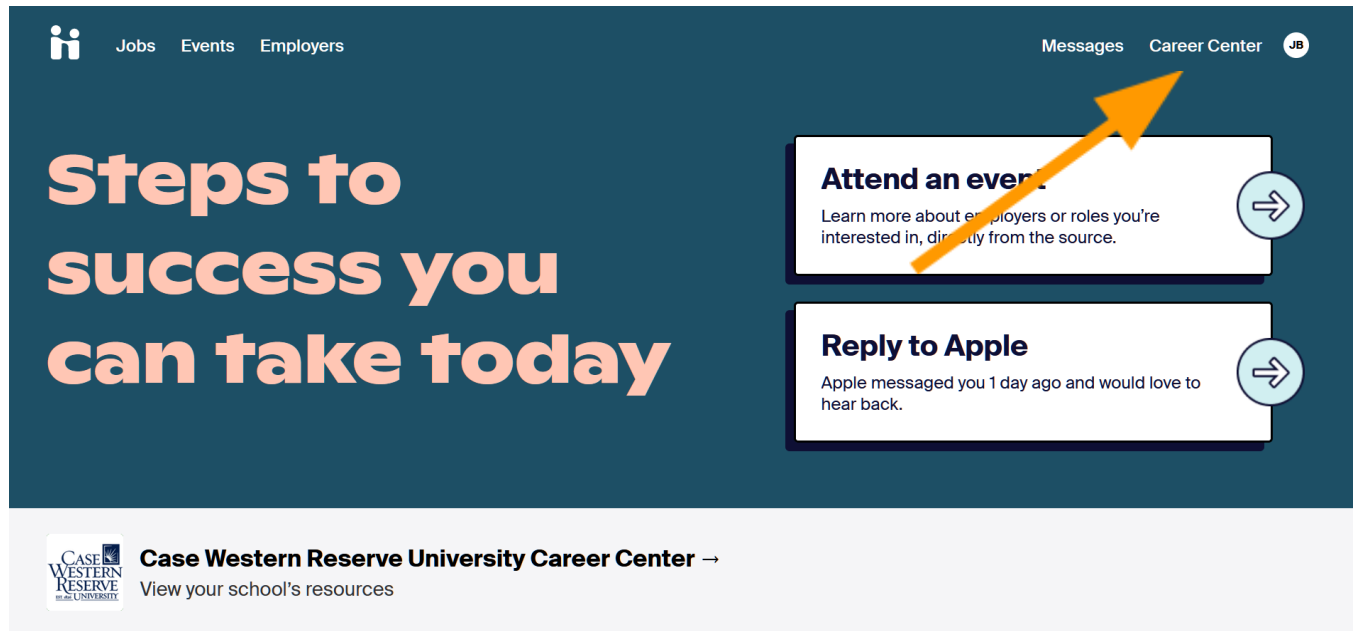
# Submitting an Experiential Learning Form in Handshake

## Step 1: Log in to Handshake

Log in to your Handshake account at [cwru.joinhandshake.com](https://cwru.joinhandshake.com).

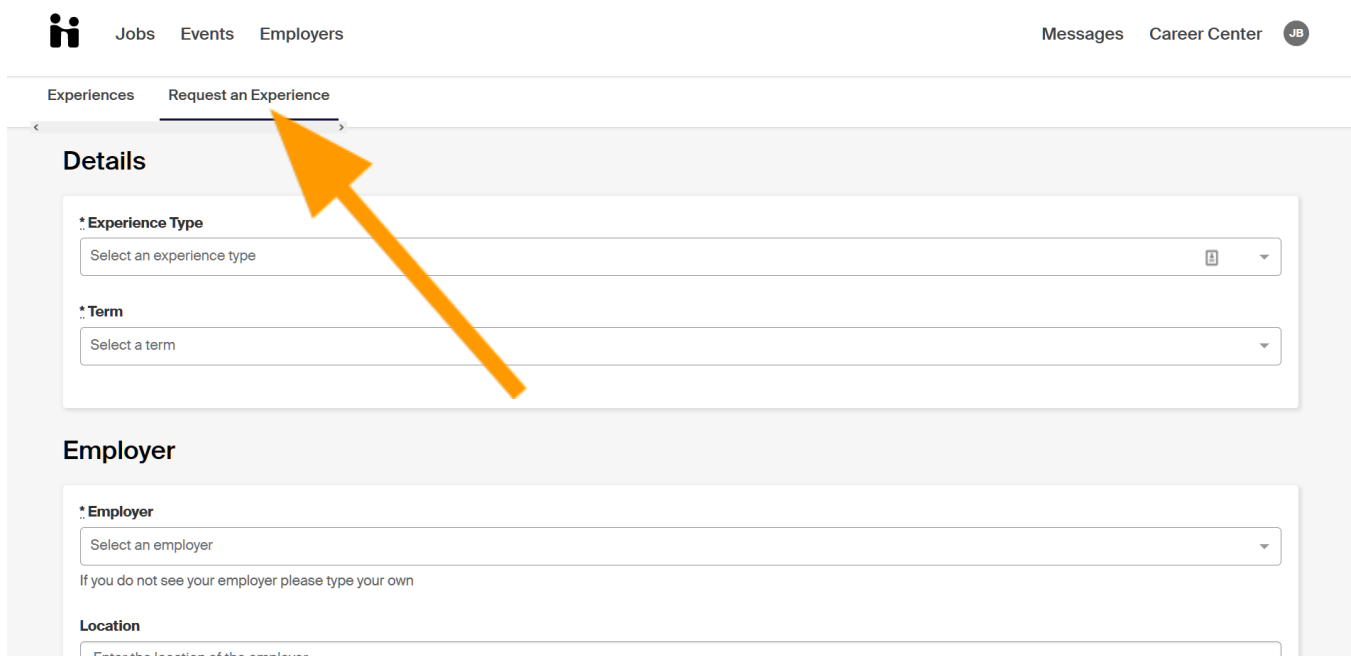
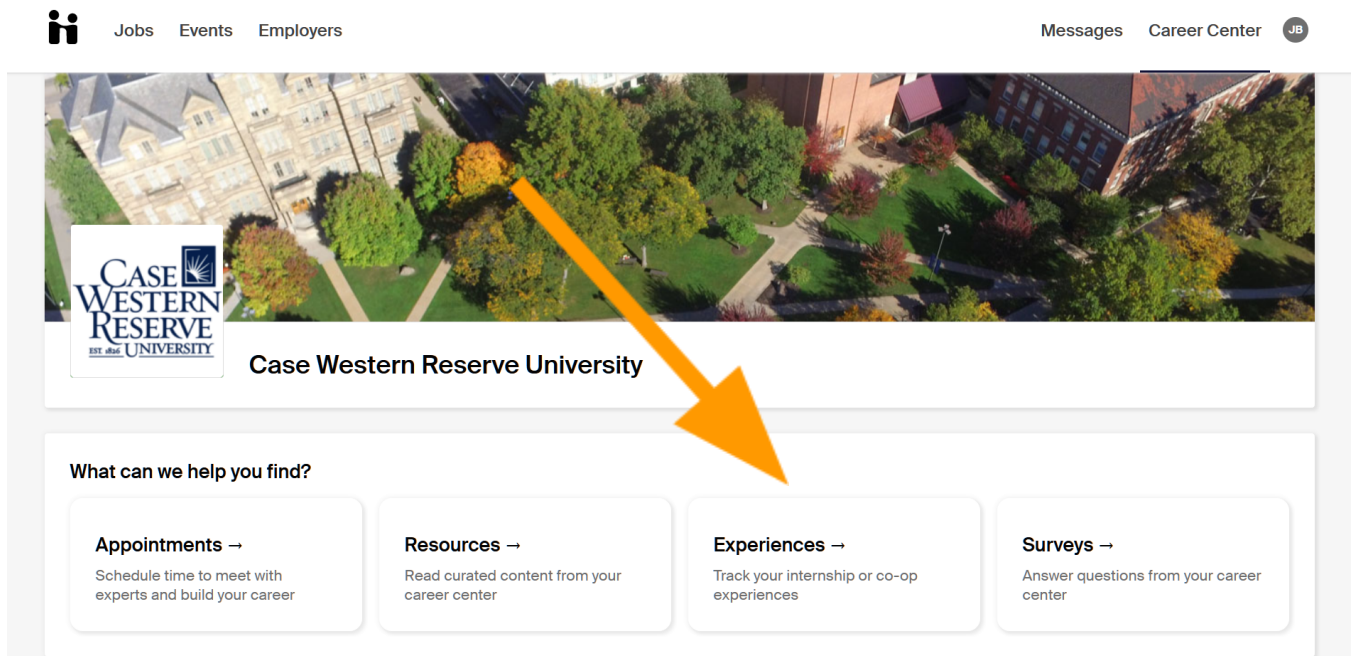
## Step 2: Navigate to the Career Center tab

Once logged in, click on '**Career Center**' in the top right corner.



# Step 3: Request an Experience

Click '**Experiences**' and then select the '**Request an Experience**' tab.



## Step 4: Complete the Experience Form

Under '**Experience Type**' choose '**Practicum**' from the drop down menu. Fill out the remaining questions including the survey questions at the end of the page. Please note these details:

- You do not need to add the employer phone number and email address.
- In the '**Approver**' section, add your faculty advisor's name and email address.
- Under '**Job Type**', select '**Experiential Learning**'.
- **Do not** complete the Faculty Advisor name and email address at the bottom of the page

### Details

#### \* Experience Type

Practicum



#### \* Term

Fall 2021



## Step 5: Upload your offer letter

After you have created your experience form, it will redirect you to a new page. Click on '**New Attachment**' and upload your offer letter with the name "Offer Letter."

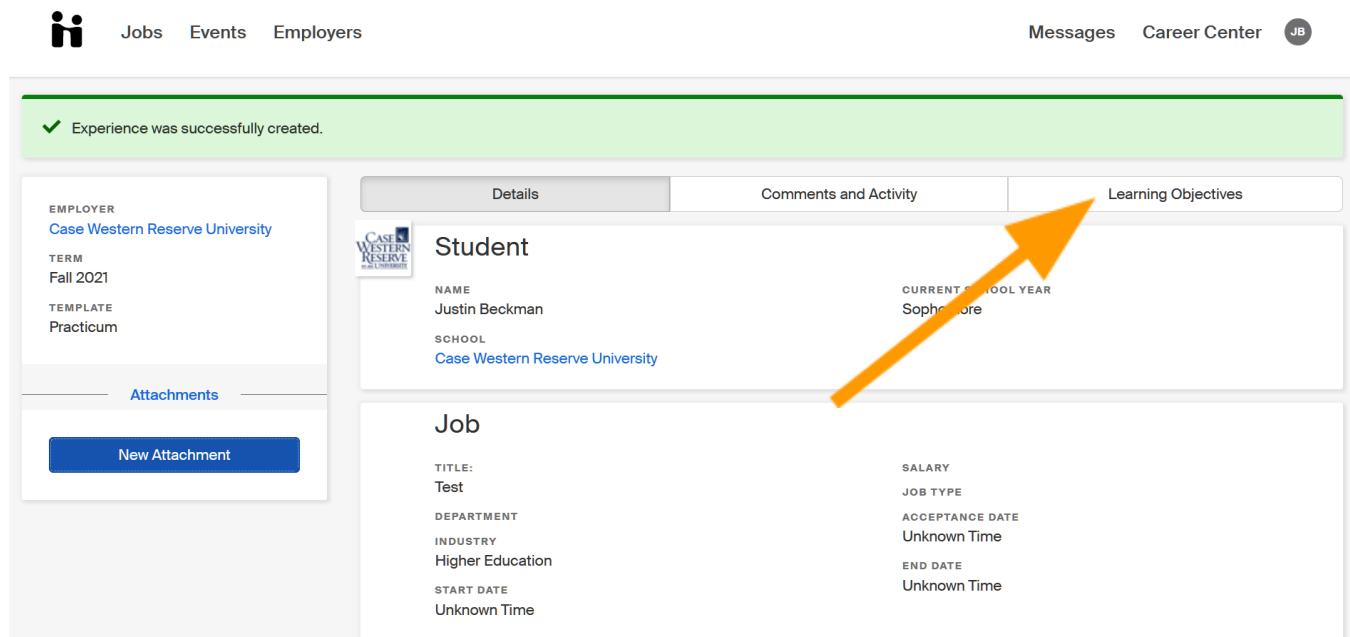
The screenshot shows the user interface of the experience form. At the top, there is a navigation bar with links for 'Jobs', 'Events', 'Employers', 'Messages', 'Career Center', and a user profile icon labeled 'JB'. Below the navigation bar, there are tabs for 'Overview', 'Edit', and 'Evaluations'. A green success message at the top states: 'Experience was successfully created.' The main content area is divided into three sections: 'Details', 'Comments and Activity', and 'Learning Objectives'. The 'Details' section is currently active and shows information about the student and the job. On the left side of the 'Details' section, there is a sidebar with the following information: EMPLOYER: Case Western Reserve University, TERM: Fall 2021, and TEMPLATE: Practicum. Below this sidebar, there is a section labeled 'Attachments' with a blue button labeled 'New Attachment'. An orange arrow points to this button. The main content area of the 'Details' section shows the student's information: NAME (redacted), CURRENT SCHOOL YEAR: Sophomore, and SCHOOL: Case Western Reserve University. Below this, the job information is displayed: TITLE: Test, DEPARTMENT: Higher Education, and SALARY: Unknown Time. The 'Comments and Activity' and 'Learning Objectives' sections are currently empty.

## Step 6: Add your Learning Objectives

A Learning Objective is a brief statement that describes what you expect yourself to learn by the end of your Practicum. For guidance on creating your learning objectives, consult our [online resource about creating Practicum learning objectives](#).

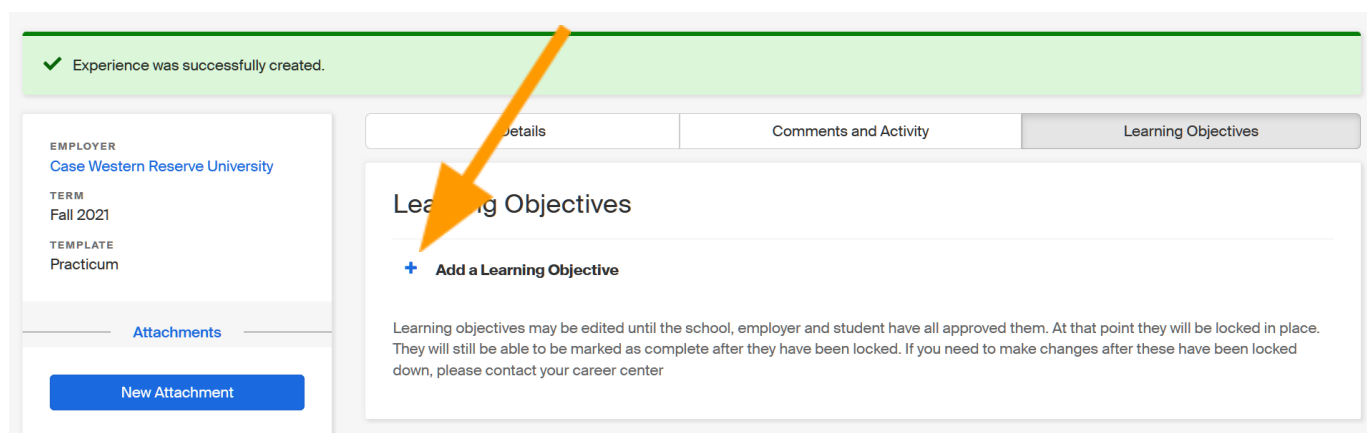
**Note:** Your faculty advisor must approve your learning objectives and send a confirmation email to [Brian Matthews](#) noting their approval. Courses will not be created until that confirmation is received.

After uploading your offer letter, you will see a tab on the top right of your screen called '**Learning Objectives**.' Select this tab to continue.



The screenshot shows the 'Details' tab of a student's practicum information. On the left, there is a sidebar with 'EMPLOYER' (Case Western Reserve University), 'TERM' (Fall 2021), and 'TEMPLATE' (Practicum). Below this is an 'Attachments' section with a 'New Attachment' button. The main content area has three tabs: 'Details', 'Comments and Activity', and 'Learning Objectives'. An orange arrow points from the 'Learning Objectives' tab to the 'Student' section. The 'Student' section displays the student's name (Justin Beckman), current school year (Sophomore), and school (Case Western Reserve University). Below this is the 'Job' section, which includes fields for Title (Test), Department (Higher Education), Start Date (Unknown Time), Salary, Job Type, Acceptance Date (Unknown Time), and End Date (Unknown Time).

Once in the '**Learning Objectives**' tab, select the blue plus sign to enter your 2-3 learning objectives. Click '**Save**' when finished.



The screenshot shows the 'Learning Objectives' tab. An orange arrow points to a blue plus sign next to the text 'Add a Learning Objective'. Below this, there is a text box for entering the learning objective. At the bottom, there is a note: 'Learning objectives may be edited until the school, employer and student have all approved them. At that point they will be locked in place. They will still be able to be marked as complete after they have been locked. If you need to make changes after these have been locked down, please contact your career center'.