

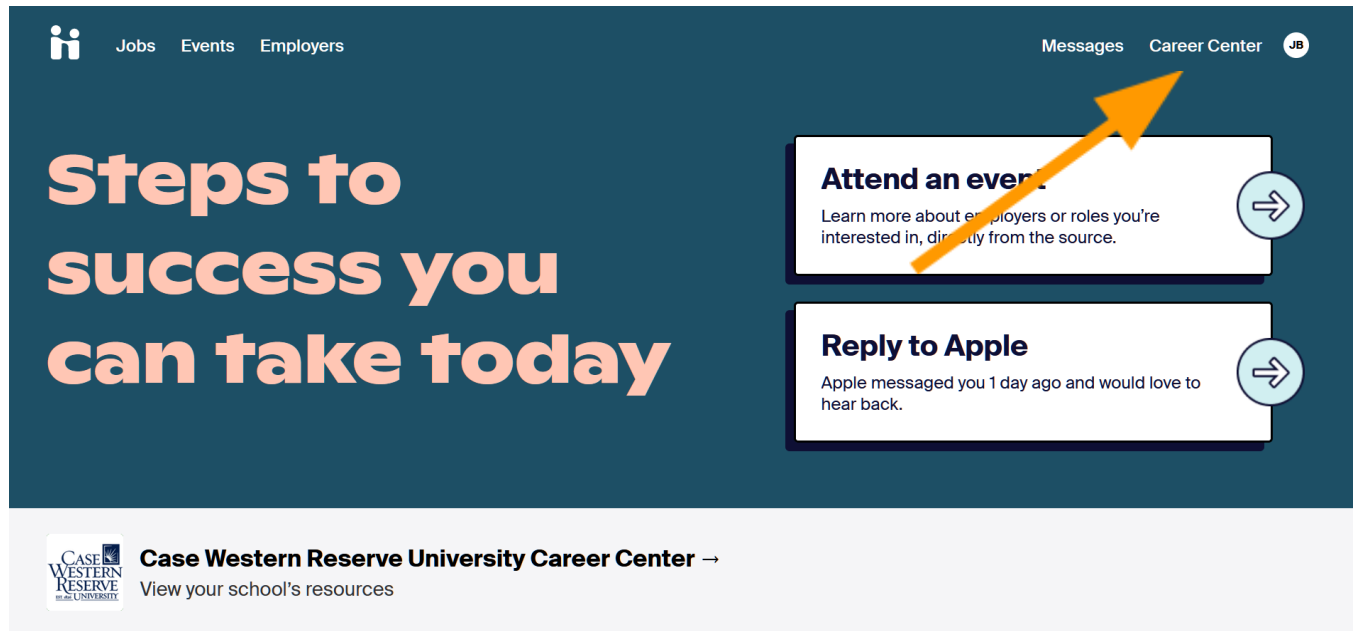
# Submitting an Experiential Learning Form in Handshake

## Step 1: Log in to Handshake

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

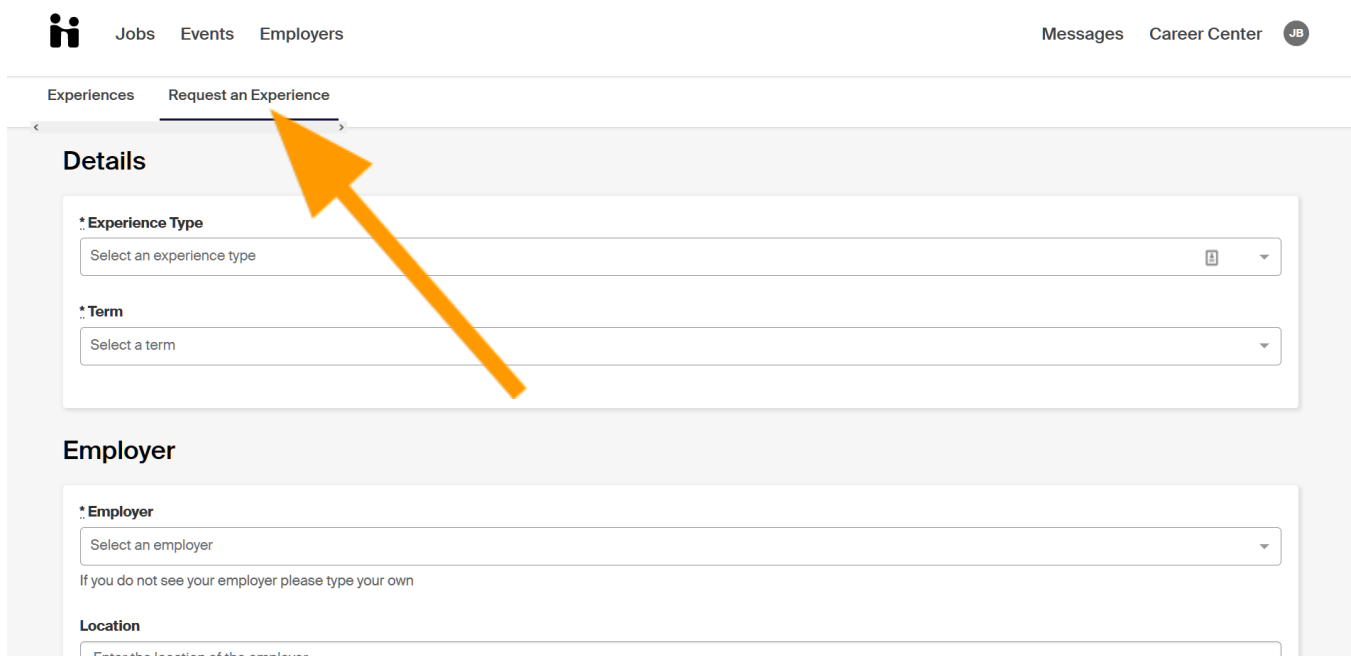
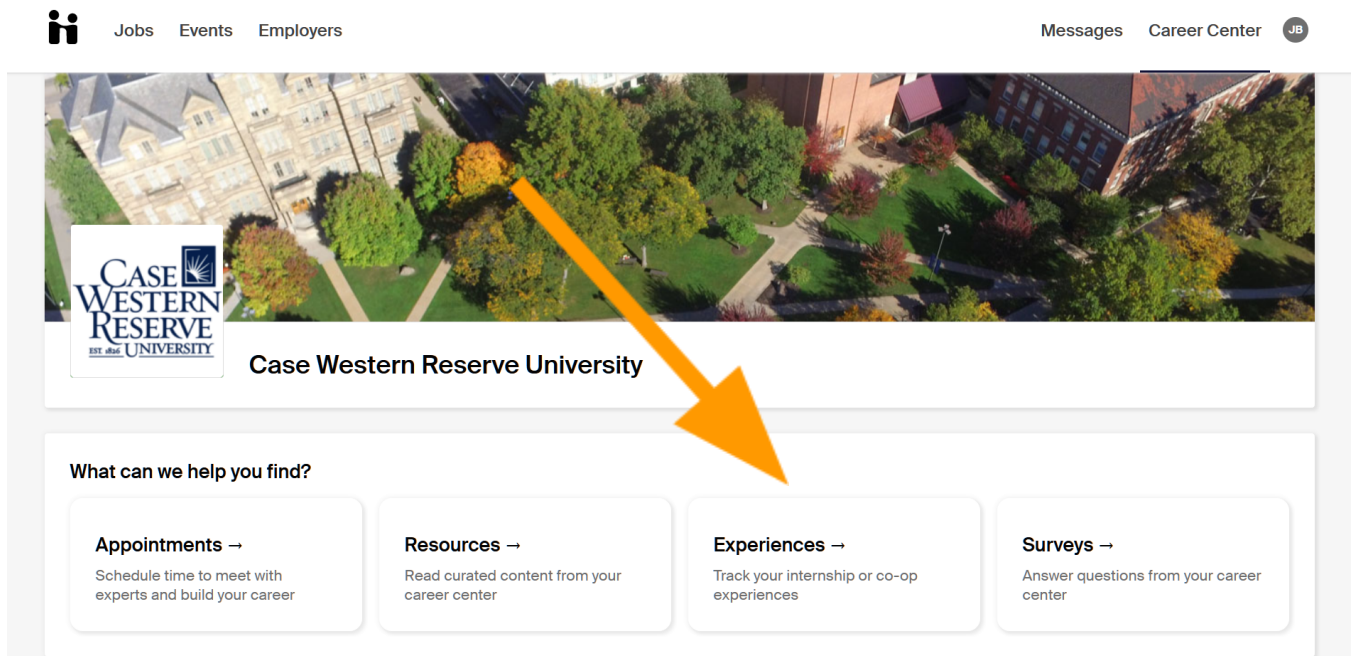
## Step 2: Navigate to the Career Center tab

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**'.
- **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 the following information:

- EMPLOYER:** Case Western Reserve University
- TERM:** Fall 2021
- TEMPLATE:** Practicum

Below this information is a blue button labeled 'New Attachment', which is highlighted with an orange arrow. To the right of the 'New Attachment' button, there is a section for 'Student' information:

- NAME:** [Redacted]
- SCHOOL:** Case Western Reserve University
- CURRENT SCHOOL YEAR:** Sophomore

Below the 'Student' section is a section for 'Job' information:

- TITLE:** Test
- DEPARTMENT:**
- INDUSTRY:** Higher Education
- SALARY:**
- JOB TYPE:**
- ACCEPTANCE DATE:** Unknown Time
- END DATE:**

## 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 experience. On the left, there is a sidebar with the employer 'Case Western Reserve University', the term 'Fall 2021', and the template 'Practicum'. Below this is an 'Attachments' section with a 'New Attachment' button. The main content area is divided into two sections: 'Student' and 'Job'. The 'Student' section shows the name 'Justin Beckman', 'CURRENT SCHOOL YEAR' as 'Sophomore', and 'SCHOOL' as 'Case Western Reserve University'. The 'Job' section shows 'TITLE: Test', 'DEPARTMENT' as 'Higher Education', and 'START DATE' as 'Unknown Time'. On the right side of the 'Job' section, there are fields for 'SALARY', 'JOB TYPE', 'ACCEPTANCE DATE', 'END DATE', and 'Unknown Time'. At the top right, there are tabs for 'Details', 'Comments and Activity', and 'Learning Objectives'. An orange arrow points from the 'Learning Objectives' tab to the 'Student' section.

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. At the top, there is a green banner that says 'Experience was successfully created.' Below this, there are tabs for 'Details', 'Comments and Activity', and 'Learning Objectives'. The 'Learning Objectives' tab is active. In the main content area, there is a section titled 'Learning Objectives' with a blue plus sign and the text 'Add a Learning Objective'. Below this, there is a paragraph of text: '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'.