

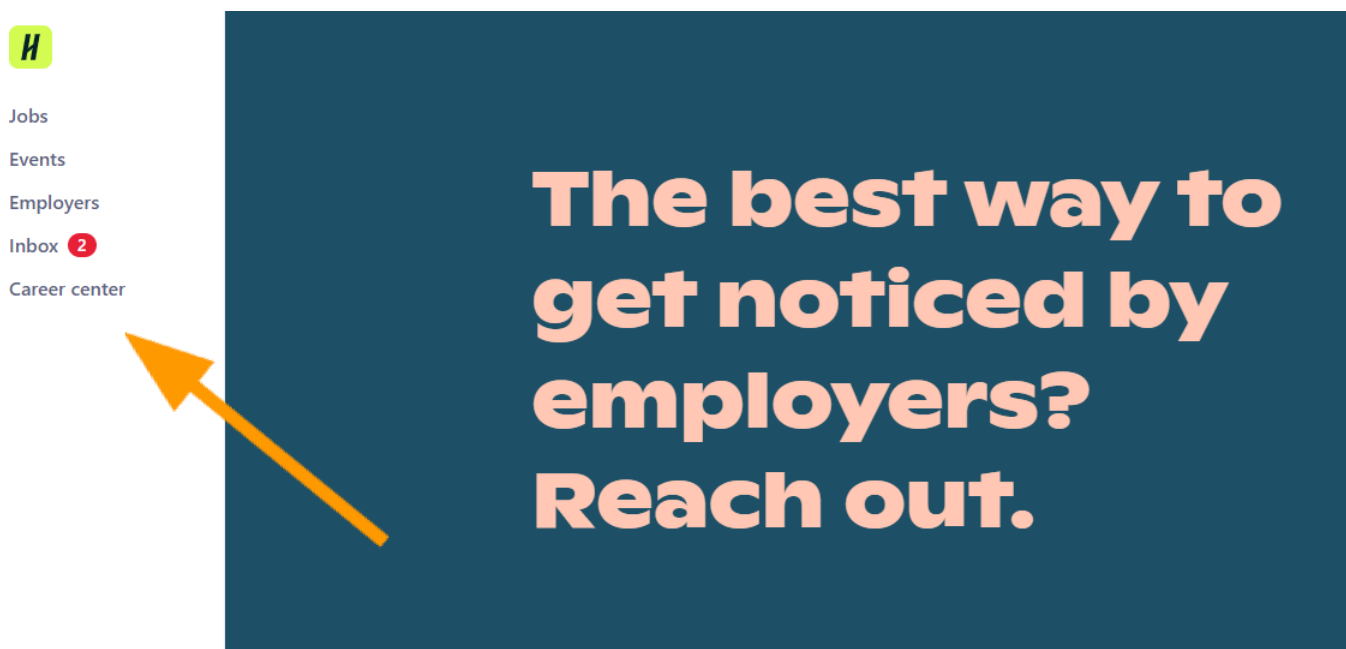
# Submitting an Experiential Learning Form in Handshake

## 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.'



# Step 3: Submit an Experience

Click 'Experiences' and then select the 'Submit an Experience' tab or button.

The screenshot displays the Case Western Reserve University career center interface. At the top, there is a banner with the university's logo and name. Below this, a navigation bar contains four main sections: 'Appointments', 'Resources', 'Experiences', and 'Surveys'. An orange arrow points from the 'Experiences' section to a detailed view of an experience entry. This entry includes the organization name 'Case Western Reserve University', the experience title 'Intern', and a status of 'Approved'. A 'View Details' button is located below the organization information, and a 'Submit an Experience' button is positioned at the bottom of the entry card. Another orange arrow points to the 'Submit an Experience' button. A third orange arrow points to the 'Submit an Experience' tab in the navigation bar at the top of the detailed view.

**Case Western Reserve University**

**Appointments** →  
Schedule time to meet with experts and build your career

**Resources** →  
Read curated content from your career center

**Experiences** →  
Track your internship or co-op experiences

**Surveys** →  
Answer questions from your career center

Experiences   **Submit an Experience**

**ORGANIZATION**  
Case Western Reserve University

**SUPERVISOR / HR CONTACT**  
Not Specified

**EXPERIENCE TITLE**  
Intern

**EXPERIENCE TYPE**

Approved

View Details

Submit an Experience

## 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:

- Under 'Experience Type,' select 'Experiential Learning.'
- In the 'Reviewer' section, add the information for your faculty advisor and on-site supervisor. They will each receive a request to approve your application.
- In the 'General' section, your Student ID is your numerical ID, not your abc123.

**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."

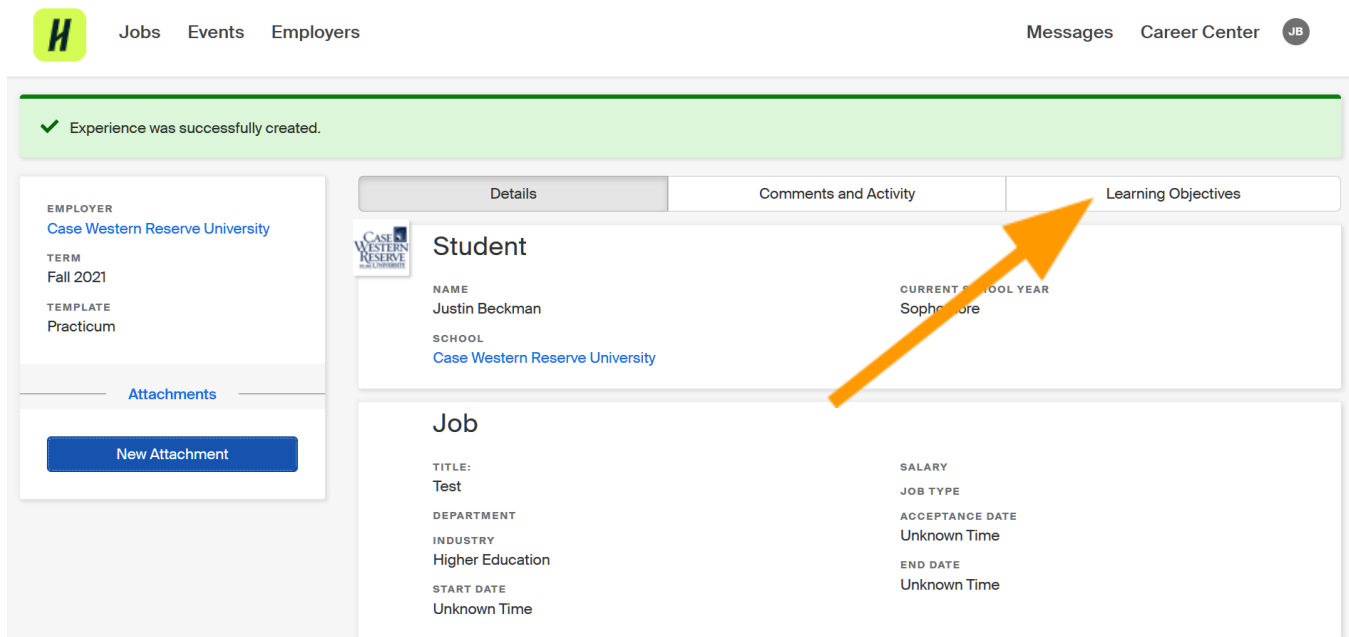
The screenshot shows a web interface for managing experience forms. At the top, there is a navigation bar with a logo 'H' and links for 'Jobs', 'Events', 'Employers', 'Messages', 'Career Center', and a user profile icon 'JB'. Below the navigation bar, there are tabs for 'Overview', 'Edit', and 'Evaluations'. A green notification banner at the top of the main content area 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 active and shows information for a 'Student' and a 'Job'. The 'Student' information includes the name (redacted), current school year (Sophomore), and school (Case Western Reserve University). The 'Job' information includes the title (Test), department, industry (Higher Education), and salary. On the left side of the 'Details' section, there is a sidebar with 'Attachments' and a blue 'New Attachment' button, which is highlighted with a large orange arrow pointing to it.

# 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 Emily Weaver (exw336@case.edu) 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.



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

