How to submit an Experience on Handshake (Co-op/Intern)

Please follow these directions if you are a student enrolling in ENCO for a co-op/internship. If you are an international student, please use the CPT directions and not these instructions.

Select “Career center” on the left panel. Then click on “Experiences”.

You can select the blue button or the tab at the top of the page labeled “Submit an Experience”.
Submitting an Experience Cont.

Choose “ENGR ENCO Approval for Co-op/Internship”.

Select the appropriate term for your internship.

Begin filling out the form.
Submitting an Experience Cont.

Note that this box automatically gets checked.

We have created a custom form with several pages to capture additional required information. Click “Next Page” to get to each page.
Submitting an Experience Cont.

**General**

**About Your Supervisor**
- **Supervisor Name**: Veronica Perrigan
- **Supervisor Title**: Director

**General**

**About the Job**
- **Is this a virtual/remote position?**
  - Yes
  - No
- **How did you find this job?**

**General**

**Academic Advising**
Complete this section if you are participating in two consecutive co-op semesters or if your GPA for the semester immediately preceding the co-op experience is 2.0 or lower. If this section does not pertain to you, write “N/A”.

- **By signing my name below, I confirm that I will upload an attachment to this Experience that specifies my academic advisor’s approval to participate in a co-op, if I am participating in two consecutive co-op semesters, or my GPA for the semester immediately preceding the co-op experience is 2.0 or lower. If this section does not pertain to you, write “N/A”.**


Submitting an Experience Cont.

Once you complete all the pages in the form, click “Submit an experience”.

You will arrive at this screen next. Remember to upload your offer letter under the “Attachments” section. Once complete, further instructions will be provided to you via Handshake/email notifications.