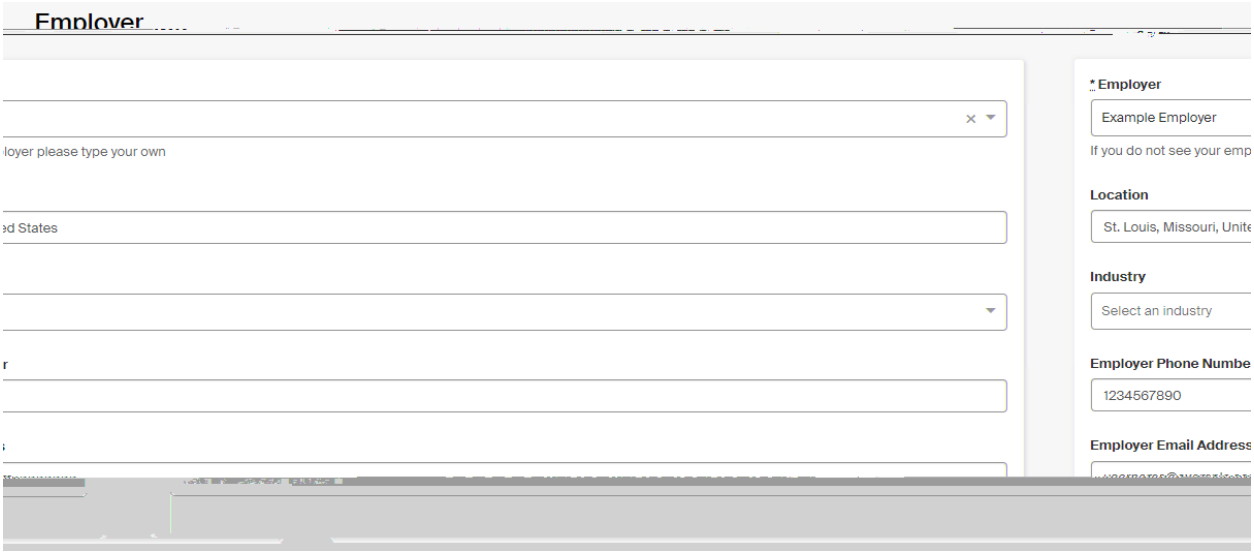
Registering for an elective internship for-credit

Congratulations on accepting your internship! If you are also planning to earn elective credit, please follow these steps:

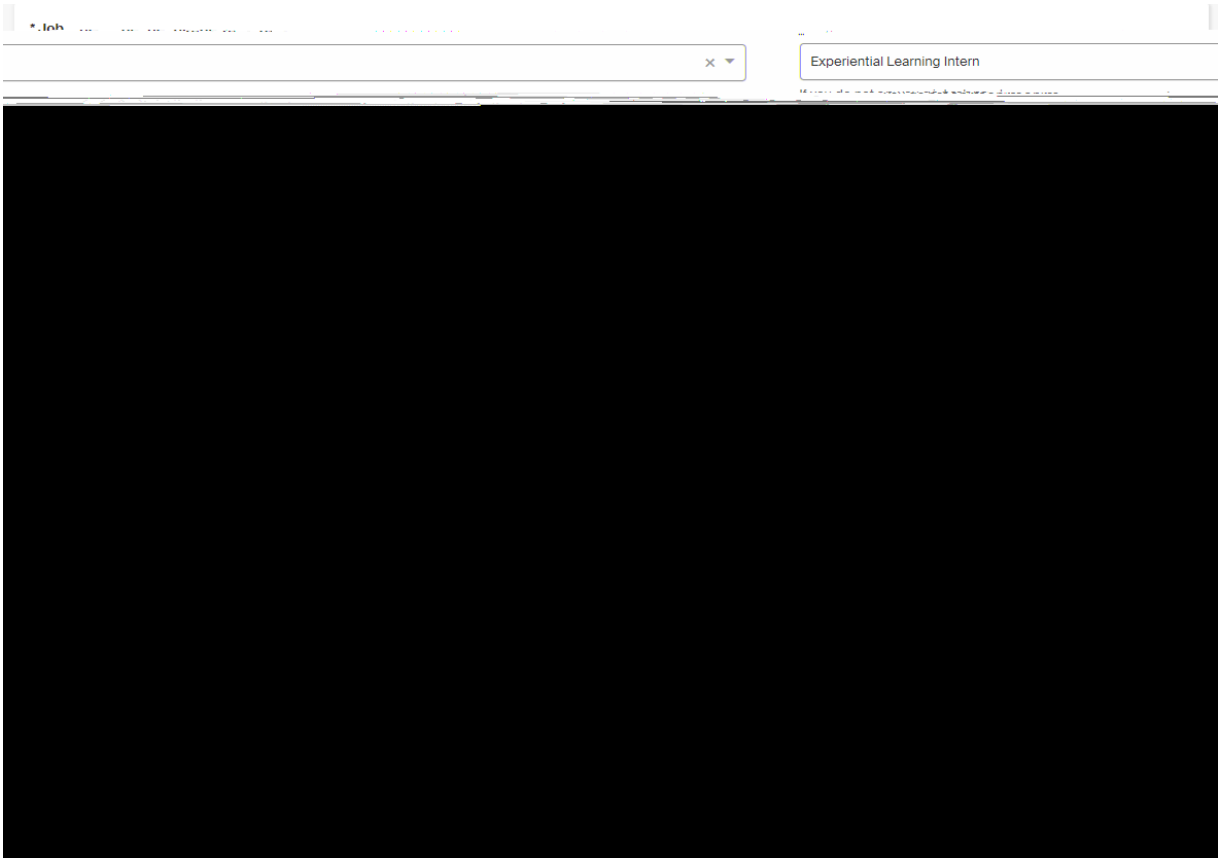
Collect information on your internship site/employer and faculty sponsor

a. Name and contact email of your internship site supervisor,
b. Internship/employer physical address (even if working remotely)
c. Name and contact email of your faculty sponsor/instructor
d. Faculty sponsor's academic department
e.

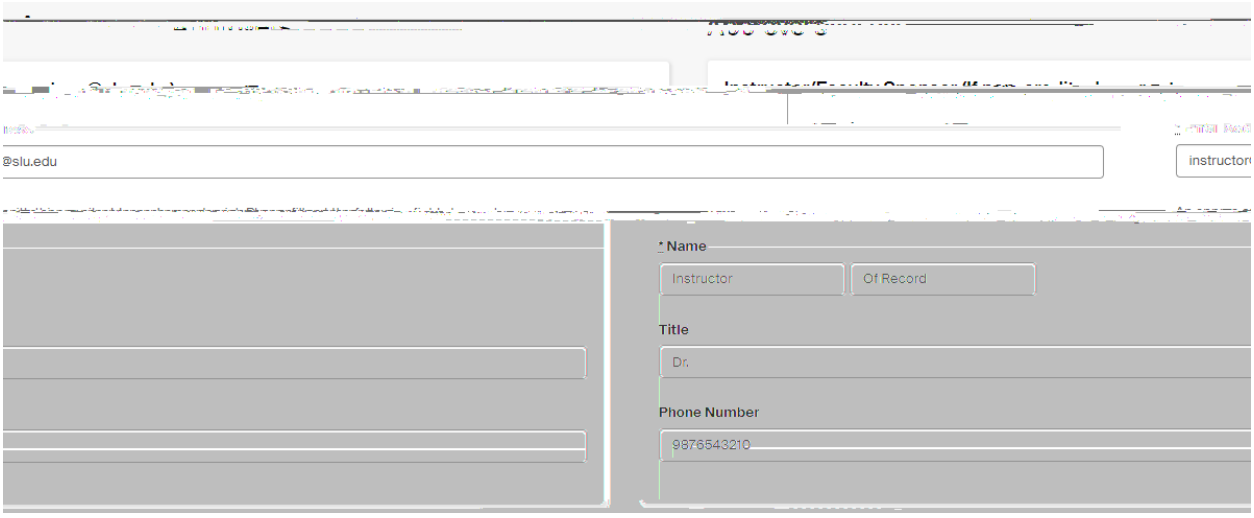
As you fill in the Experience Request form, it will collect employer information first (internship site/company info):



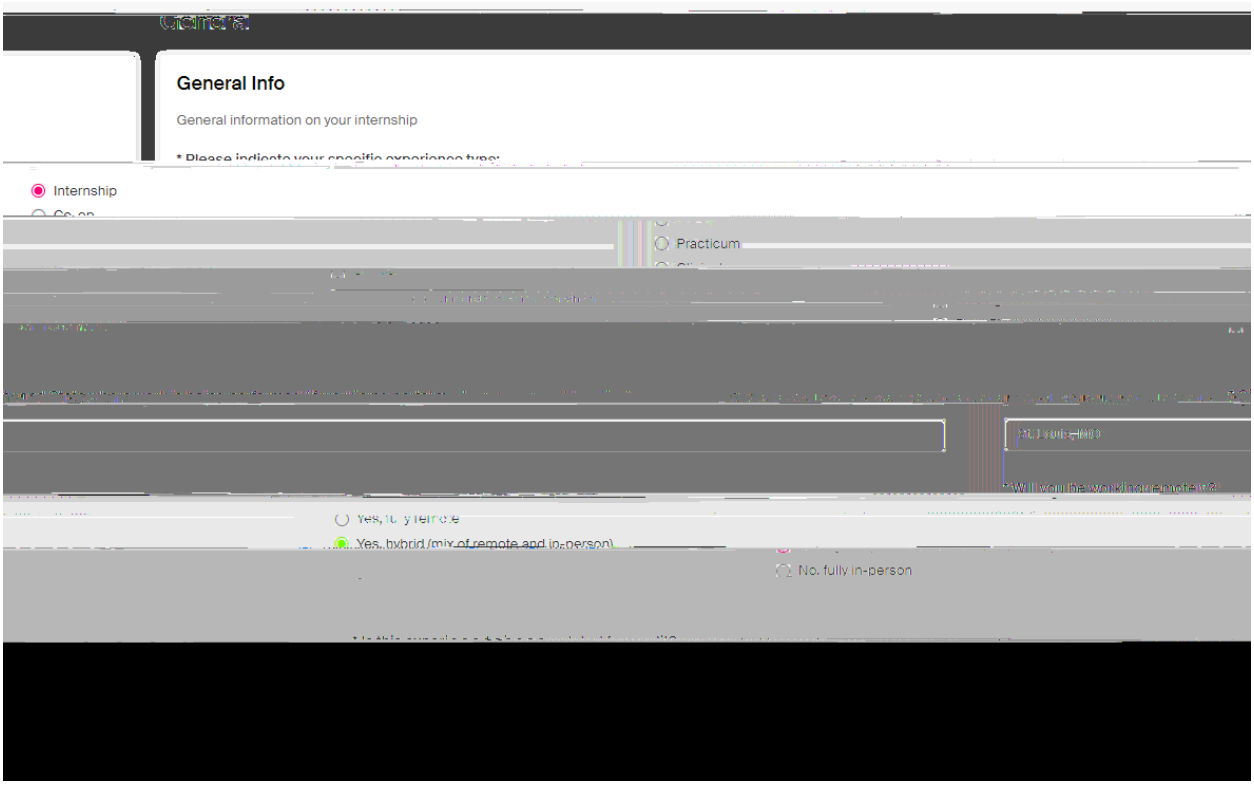
Then job-specific information:



And finally approver (faculty sponsor) information:



The survey will start at the bottom of the page with the General Info section.

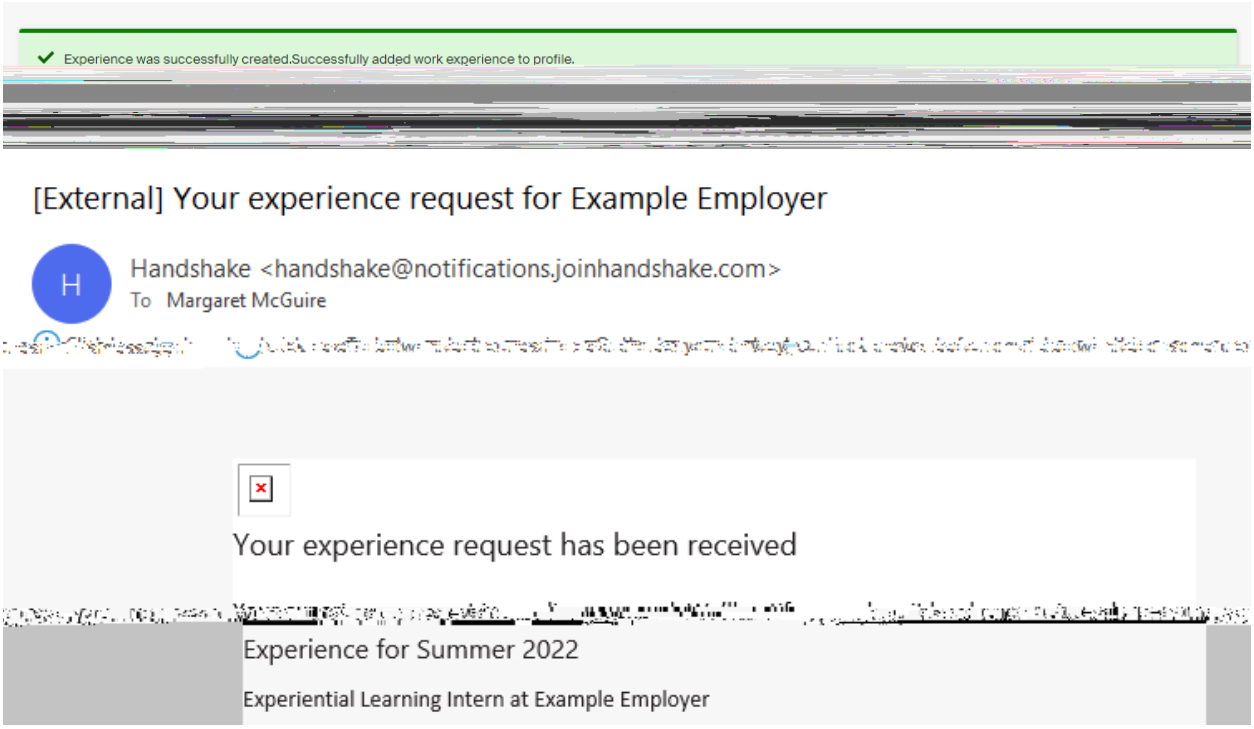
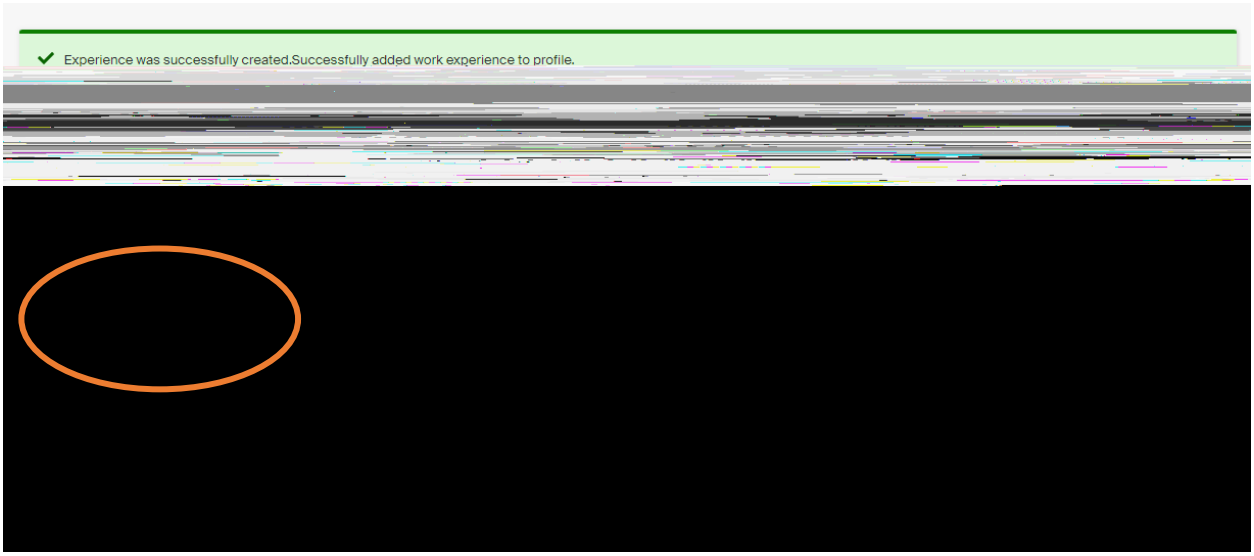


If you indicate that the internship is for credit, Handshake will prompt you to enter information on class and instructor.

If you indicate that the internship is not for credit, it will skip to the last page of the survey

If your internship is for credit, you'll enter class and instructor information on this page of the

Youll receivethe below confirmation message as well as an email to your SLU account:



If you have a copy of your offer letterhandy, please add it as an attachment to your experience request: