

Reporting Your RETL 295 Practicum or RETL 495 Internship in Handshake

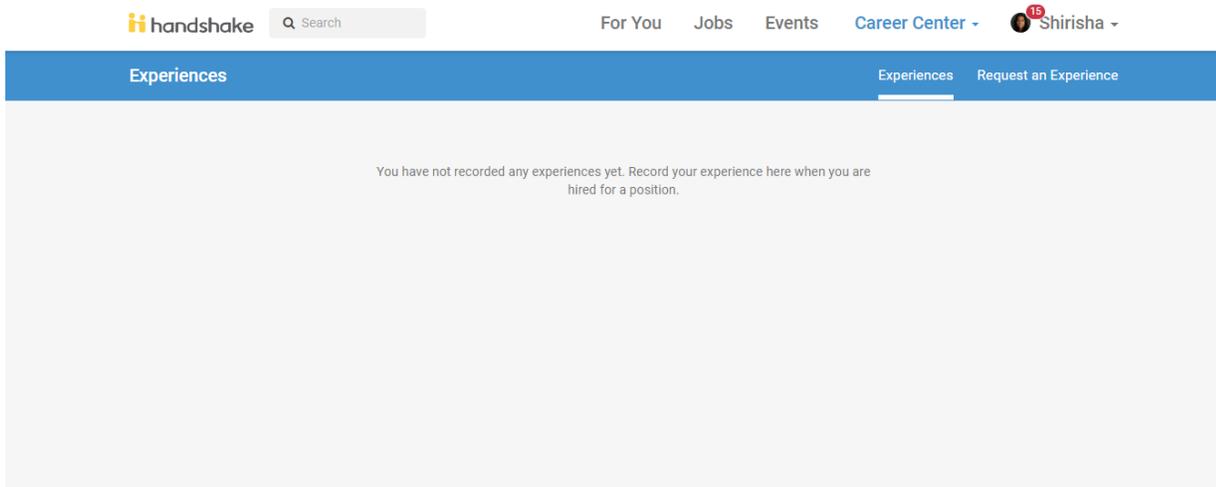
1. Log into Handshake using USC credentials at sc.joinhandshake.com
2. After logging in, you should see a homepage similar to the one below.

The screenshot shows the Handshake homepage for a user named Shirisha Mudunuri. The user is logged in, as indicated by the 'Logged in!' message at the top. The page features a navigation bar with 'handshake' logo, a search bar, and links for 'For You', 'Jobs', 'Events', and 'Career Center'. The user's profile is visible on the left, showing their name, profile strength, and options to add organizations, skills, and documents. The main content area displays 'Upcoming Events at South Carolina' with two event cards: 'Graduate & Professional School Fair Fall 2017' and 'Moore School of Business Undergraduate Internship...'. Below the events, there is a section for 'Jobs Near South Carolina' with a list of job postings.

3. Click on 'Career Center' and you should see a drop-down menu

This screenshot shows the same Handshake homepage as the previous one, but with the 'Career Center' dropdown menu open. The dropdown menu is located in the top right corner and contains the following options: 'My School', 'Appointments', 'Resources', 'Experiences', 'Surveys', and 'Journal'. The 'Experiences' option is highlighted, indicating it is the selected item.

4. Within that drop down menu, select 'Experiences'



5. In the Experiences section, select 'Request an Experience'

A screenshot of the Handshake website's 'Request an Experience' form. The top navigation bar includes the Handshake logo, a search bar, and links for 'For You', 'Jobs', 'Events', 'Career Center', and a user profile for 'Shirisha'. Below the navigation bar, the 'Request an Experience' page is displayed with a blue header. The form is divided into two main sections: 'Details' and 'Employer'. The 'Details' section contains two dropdown menus: 'Experience Type' (with the placeholder text 'Select an experience type') and 'Term' (with the placeholder text 'Select a term'). The 'Employer' section contains a dropdown menu for 'Employer' (with the placeholder text 'Select an employer') and a text input field for 'Location' (with the placeholder text 'Enter the location of the employer...'). Below the 'Employer' dropdown, there is a note: 'If you do not see your employer please type your own'.

6. Select Experience Type: *RETL 295 for Retailing Practicum* or *RETL 495 for Retailing Internship*
7. Complete this form, e-sign and upload the Student Agreement in the Experience Documents section, and then upload an offer letter and/or position description
8. After requesting an experience, it will shift to 'Pending' status in handshake. From there, the Department of Retailing will review your reported opportunity.