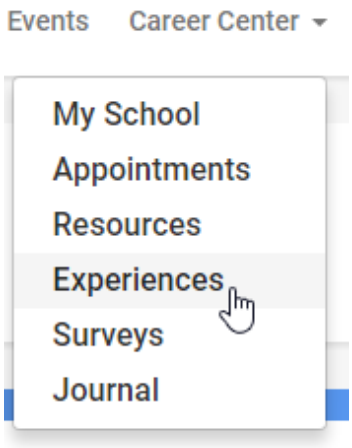
UNIVERSITY OF WISCONSIN OSHKOSH
College of Business

Internship Course Application

The UW-Oshkosh College of Business requires the completion of an internship to graduate. Once you accept a business internship you are required to follow the steps below within two weeks of accepting the offer.

Instructions to Complete the Internship Course Application

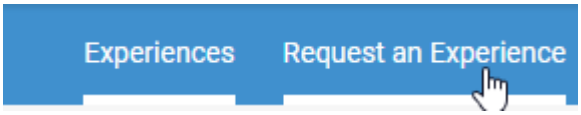
1. Log in to your Handshake account: https://uwosh.joinhandshake.com/login
2. Under the **Career Center** tab click ***Experiences***



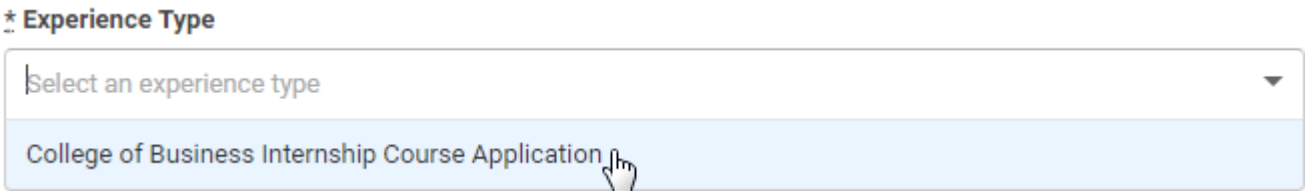
Tips for Your Application

- Alert your supervisor that they should expect an email to review and approve your internship
- Check your TitanWeb account to see your enrollment in BUS 492 or BUS 442
- Provide all internship details and thorough answers to avoid delays in processing your internship application

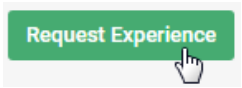
3. Click on the ***Request an Experience*** tab on the right hand side of the page.



4. Click on "Select an experience type" and then choose the ***College of Business Internship Course Application*** tab.



5. Fill out the **experience form** with **ALL** of the details of your position then click on the ***Request Experience*** button at the bottom of the page.



6. After your internship application goes through the College of Business and supervisor approval process, the College of Business will enroll you into the internship course.

UW Oshkosh College of Business Professional Development Office
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