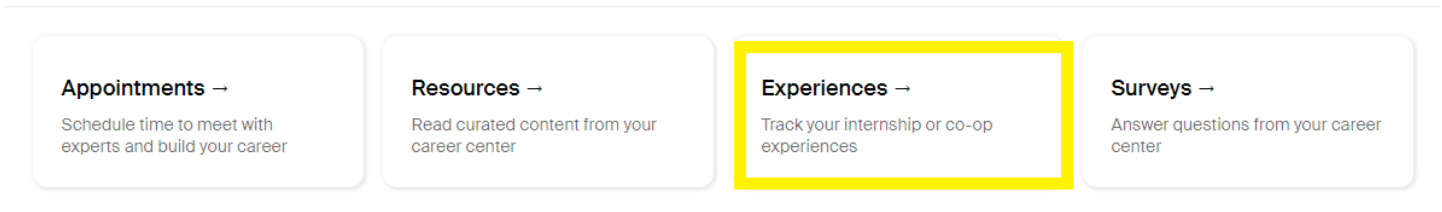


Internship Course Enrollment

The 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*



3. Click on the *Submit an Experience* button; also found in upper left-hand corner.
4. Click on “Select an experience type” and then choose the *College of Business Internship Course Application* tab

Details

Experience Type

College of Business Internship Course Application

5. Fill out the **experience form** with **ALL** the details of your position even if the section isn't indicated as required; click on *Submit 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.

Tips for Completing Your Application

- Avoid delays in processing your application by providing all internship details and thorough answers
- Alert your supervisor they can expect an email from Handshake with a link for review and approval your internship details; check spam or junk folders as this email can sometimes be filtered elsewhere
- Check your TitanWeb account to see your enrollment into BUS 340/442; access to the Canvas course occurs roughly 2 weeks prior to the start of term