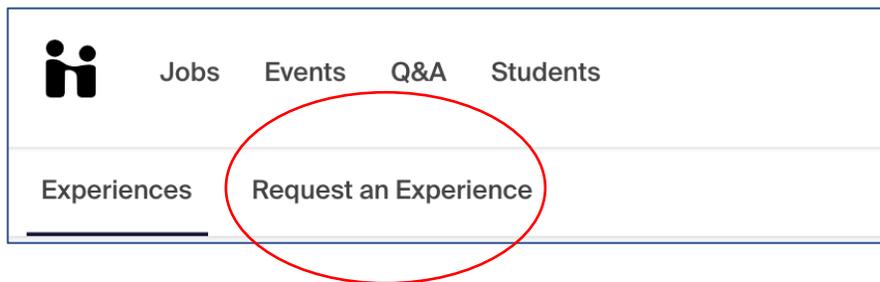
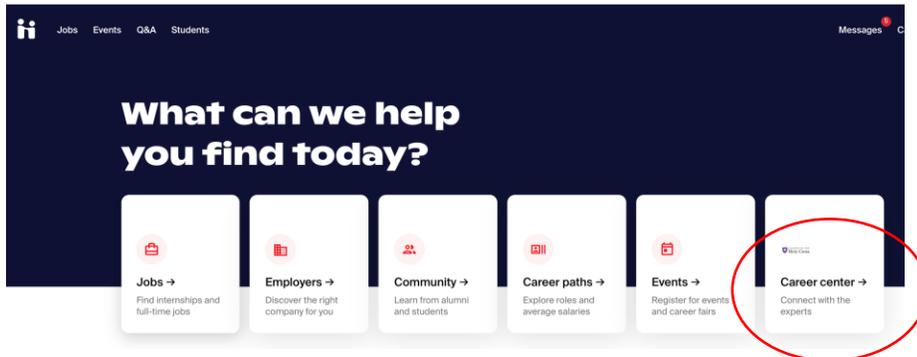


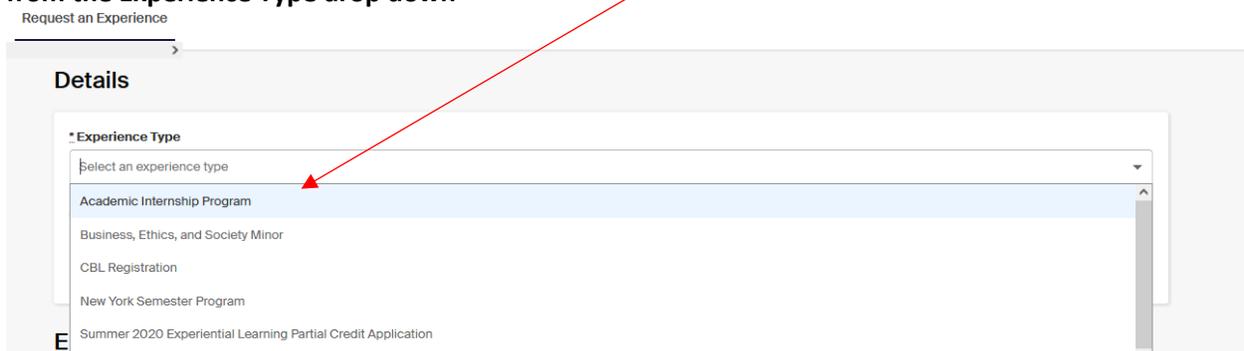
# Academic Internship Program (AIP) Experience Request: Submit Employment Details

Please complete the following details about your internship.

From your Handshake account, select the Career Center Tab-> Experiences->Request an Experience



Select "Academic Internship Program"  
from the Experience Type drop down



**Complete all of the following fields in the web form on screen:**

**Details:**

**Experience Type:** Academic Internship Program

**Term:** Fall 2021, Spring 2022, Fall 2022 etc.

**Employer:**

**Employer:** Name of Employer

**Location:** City and State where internship is located

**Industry:** Please list industry (ex, non-profit, healthcare, etc.)

**Employer Phone Number:** Add if you have this information

**Employer Email Address:** Add your supervisor's email address if you have it. If not, please add your HR contact's email.

**Job**

**Job:** Enter your title (ex, Summer Intern, Summer Analyst, Marketing Intern)

**Department:** Add if you have this information (ex, Marketing, Accounting, Operations)

**Date: start and end dates for internship**

**Job Type:** Internship

**Employment Type:** Seasonal

**Salary:** leave blank

**Offer Date:** leave blank, unless you recall the date

**Offer Accepted:** yes or undecided

**Add experience to profile:** click box

**Then, click the Green Request Experience Button**



**Request Experience**