

REGISTERING YOUR EXPERIENCE FOR CREDIT

POWERED BY  handshake



STEP ONE: Log into Handshake

Bellarmino's hub for jobs, internships, career appointments and career events.

- Visit <https://bellarmine.joinhandshake.com> and log in using your One.Bellarmino username and password.
- If this is your first time logging into Handshake, you'll be prompted to create your custom profile and to upload your résumé.

STEP TWO: Register for the course

Please read through this section carefully. Once you start the application process, you are not permitted to save your work and return to your application at a later date.

- Click the "Career Center" drop down menu in the top navigation bar.
- Select "Experiences."
- Click "Request an Experience" in the top right-hand corner.
- Under the "Experience Type" drop down menu, click "Internship or co-op for Academic Credit."
- Select the term in which you will register for the internship or co-op course.

Enter the following required information and any additional information you can share.

- **Approvers:** Please contact Lauren Pieper Coffey in the Career Development Center (lpieper01@bellarmine.edu) if you need assistance.
 - › Faculty Sponsor – oversees the academic components of your experience
 - › Department Chair
 - › Dean of School/College
- **Healthy At Work:** Students completing experience in person will be asked to provide documentation of the employers "Healthy at Work" proposal, approved by the state of Kentucky, and sign a waiver acknowledging potential risks and exposure to COVID-19.

- **General Questions:** Provides key information for the Registrar to enroll you in the appropriate course, such as number of credit hours. Students can register from 1 - 6 credit hours of experiential learning in their major. Be sure to check with your advisor about specific requirements for your degree!
- **Proposal:** This proposal will be reviewed by your faculty sponsor and Dean and may be returned to you if it does not meet academic expectations. Be thorough and thoughtful in your answers to the questions provided. Write in complete sentences and proof your work. Be sure to cite the URL if you copy and paste information from a website.
- **Career Readiness Evaluations:** Contact information for your faculty sponsor and employer supervisor to administer the end of experience career readiness evaluation. This is a required component for all experiences for academic credit.
- **Submit your experience!** You will receive an email notification through Handshake once your experience has been approved for academic credit. Upon approval, the Registrar will enroll you in the appropriate course.

STEP THREE: Earning your Career Readiness Endorsement

Near the end of your experience, your employer supervisor will receive an email from Bellarmine requesting that they assess your professional skills. These skills include:

1. Critical Thinking/Problem Solving
2. Oral/Written Communications
3. Teamwork/Collaboration
4. Digital Technology
5. Leadership
6. Professionalism/Work Ethic
7. Career Management
8. Global/Intercultural Fluency

Receiving "Highly Effective" or "Exceptional" ratings across all eight competencies earns you a Career Readiness Endorsement from the Career Center and a special cord distinction at Commencement!

- You will also receive an email with a self-evaluation and site evaluation to complete.
- Your faculty sponsor will be able to review the results of both evaluations automatically.