

Registering Your Directed Research through Handshake Hiram Connect Learning Agreement

To begin registration of your Hiram Connect Directed Research experience, follow the steps below to complete the Hiram Connect Learning Agreement through Handshake.

NOTE: You must register your Hiram Connect research during a particular semester, following all of the same deadlines for courses (Example: if you are completing your research experience during the Spring 12-week, you must register for the CNXT course during that term). This means that you can no longer retroactively count a research experience for Connect. You must enroll in the Connect course (CNXT) to register your research experience within the first two weeks of the term.

Please note that not everything on the form is required, but we do ask that you complete the form in its entirety (complete all fields throughout the form). A learning agreement without the appropriate amount of information could result in us denying your request.

1. Go to Hiram.JoinHandshake.com to log in to Handshake. Use your Hiram username (without the @hiram.edu) and password to log in.
2. Click on *Career Center* in the top right corner.
3. Click on *Experiences*.
4. Click *Request an Experience*.
5. For *Experience Type*, choose *Hiram Connect Directed Research Learning Agreement*.
6. For *Term*, select the term in which you will be completing your research experience. For example, if your research experience starts in the Fall but will end during the Spring term, choose Spring. If your research experience is only during one term, choose that term. For example, if your research experience is only during the Summer, choose the Summer term.
7. Complete the *Employer* section. This will be your **Host Institution**.
 - If you are completing your research at Hiram, choose Hiram College.
 - If the host institution has a Handshake profile, it will pre-fill the location and industry section. If they do not have a Handshake profile, please input that information. You do not need to add the institution phone number and email address in this section.
 - Note that this is not the department that you'll be completing your research with, but the institution it belongs to. This may be a company, a university, or otherwise. Be specific.
8. Complete the *Job* section.
 - For the Job field, put your title for your directed research. If you do not have a specific title, type in **Undergraduate Researcher**.
 - **Although not required on the form, you must submit the start and end date for your research experience.**
 - For Department, fill out the department in which you'll be working at to complete your research.
 - Offer date can be your start date.

9. Complete the *Approver's* section. **Please note that you MUST get approval from both your Research Advisor and Faculty Advisor (Hiram). They will be sent an email for approval once you complete the learning agreement; you must let them know that you are completing the learning agreement, and they have up to 4 days to approve the experience.**
 - For Research Advisor, list the email and name (which will pop up once you input the email address) for the person who is directly supervising you during your research experience. This person may be the same as your faculty mentor if you are doing your research at Hiram.
 - For Faculty Advisor (Hiram), list the name and email of your faculty advisor at Hiram.
10. Complete the *General > Research Information* section. Once done, click Next Page.
11. Once you click next page, the *Learning Goals* section will appear. Using the questions provided, complete the three learning goals in detail. Click *Next Page* once done.
12. Read through the statements and click on the button(s) to acknowledge you have read the understand the statements.
13. Click the green Request Experience button.

Once you request your experience, you will see “experience was successfully created” and will see the information you input in the learning agreement form. From there, your faculty mentor will receive an email to approve the learning agreement. Once they have approved it, your site supervisor will then receive an email to approve the learning agreement. **It's very important that you let both your research advisor and faculty advisor know that the email will be coming, once you submit the online learning agreement.**

Should you have any questions, please email rombergersp@hiram.edu.