

## Registering Your Internship through Handshake Hiram Connect Learning Agreement

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

**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](https://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 Internship Learning Agreement*.
6. For *Term*, select the term in which you will be completing your internship. For example, if your internship starts in the Fall but will end during the Spring term, choose Spring. If your internship is only during one term, choose that term. For example, if your internship is only during the Summer, choose the Summer term.
7. Complete the *Employer* section.
  - If the employer 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 employer phone number and email address in this section.
8. Complete the *Job* section.
  - For the Job field, put your internship title. If you do not have a specific title, type and select Intern.
  - **Although not required on the form, you must submit the start and end date for your internship.**
9. Complete the *Approver's* section. **Please note that you MUST get approval from both your Site Supervisor and Faculty Advisor. 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 Site Supervisor, list the email and name (which will pop up once you input the email address) for the person who is directly supervising you at your internship – this person will work for the employer where you are completing your internship.
  - For Faculty Advisor, list the email and name of your faculty advisor.

10. Complete the *General* section. Once done, click Next Page.
  - For the internship description, provide a description of what you will be doing in the internship – day-to-day tasks, projects, etc. You should have already received this from your employer but if not, you will need to request one.
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. The next section is for internship funding. Hiram College is able to pay for eligible internships that are not being funded by the employer.
  - If you are receiving pay from your employer (at least up to \$12/hr), click Next Page.
  - If you are not receiving pay from your employer or are receiving less than \$12 an hour, complete the internship funding page. If eligible for funding, the Career Center Coordinator will reach out to you with additional information.
13. Once you are done with the internship funding section, click next page – read through the statements and click on the button(s) to acknowledge you have read the understand the statements.
14. 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 site supervisor will receive an email to approve the learning agreement. Once they have approved it, your faculty advisor will then receive an email to approve the learning agreement. **It’s very important that you let both your site supervisor and faculty advisor know that the email will be coming, once you submit the online learning agreement.**

You will also receive an email with the CNXT add slip within 48 business hours once you submit the online form.

Should you have any questions, please email [careercenter@hiram.edu](mailto:careercenter@hiram.edu).