



## Handshake Instructions – Experiential Learning (EXPL)

1. Talk to your Academic Advisor
  1. You can use the **Handshake Experience Template** (on website) as a guide for your conversations.
  2. Advisors will need to approve student experiences in Handshake, so you will need to have a conversation with your advisor.
  3. **International students, make sure you are identifying an advisor for Handshake that is in your major. This advisor will need to confirm your experience aligns with your major in order to be in compliance with CPT.**
2. To begin registration, log in to Handshake ([luther.joinhandshake.com](http://luther.joinhandshake.com)).
3. Click on “Luther College Career Center” below the top banner.
4. Click on the “Experiences” button below the top banner.
5. Select “Submit an Experience” at the top of the page. For each section, follow the instructions below.

### Details: Please follow these instructions:

- **Experience Template** (select one of the following):
  - Experiential Learning Opportunity for Domestic Students
  - Experiential Learning Opportunity for International Students
  - BIO, PSYC, Strength, D.C. Semester Experience: Domestic Student
  - BIO, PSYC, Strength, D.C. Semester Experience: International Student
    - The **Handshake Flow Chart** can be found on the EXPL website for more specific details on which experience template to choose.
- **Term**
  - Select the term that matches your actual experience dates.

### Organization: Enter the details of the organization that your experience is at.

- **Experience**
  - **Experience:** example: Social Media Internship, Luther College Research Project
  - **Department:** Academic dept. your experience is related to
  - **Date:** First and last day you’ll be working on the experience during a single term
- **Reviewer Contact Information**
  - Enter the email address of your academic advisor
    - International students should enter a faculty member in their major.
    - Biology students should enter Jodi Enos-Berlage, [enosbejo@luther.edu](mailto:enosbejo@luther.edu)
    - Psychology students should enter Justin Sprung, [spruju01@luther.edu](mailto:spruju01@luther.edu)
    - Strength & Conditioning students should enter a faculty member from HES.
    - Lutheran College Washington Semester students should enter their academic advisor.

### General

- Follow the prompts for each question
- The **Handshake Experience Template** is available on the EXPL website to prepare you to answer all the questions in Handshake
- There will be several liability/conduct agreements as well



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- International students with experiences off campus will be expected to review and acknowledge policies and procedures for CPT
- 6. Click the green “Submit an experience” button at the bottom of the page.
- 7. Click on the “New Attachment” button
  - Attach a PDF version of your offer letter (international students) or some proof of experience (example: detailed email from the organization)
    - The Career Center will **NOT** start the Handshake process for you if you do not have this document attached.
- 8. Once your experience has been approved you will receive **two** emails from Handshake. Please address any approver comments and follow the instructions for registration in Norsehub.
- 9. The process is not complete until you are registered for your course(s) in Norsehub!

\*The following offices will be notified of your submission (in this order) and will approve it:

1. Career Center (checks initial details and offer letter and starts the process)
2. Academic Advisor (will confirm details of experience, credits, and learning objectives)
3. PDSO (\*\*international students only\*\*--this prompts the CPT process)

\*\*Please note, if you are entering an experience that is NOT for experiential learning, you should use a different experience template that may look a little different from this one.

Questions: [Career@luther.edu](mailto:Career@luther.edu)