



HOW TO SUBMIT AN EXPERIENCE (INTERNSHIP AGREEMENT)

01

Navigate to Career Center

- Log into your student account
- Click Career Center on the left navigation menu.
- Click Experiences from the Career Center page.
- Click Request an Experience, located in the upper-left corner of the page.

02

Choose Credit or Non-Credit

- Choose the relevant Experience Type (Credit or Non-Credit) and Term from the dropdown options

03

Enter Details

- Enter Employer details
- Enter Internship Details

04

Enter Approver Details

- Enter all approvers information - your Internship Supervisor, Faculty Sponsor, Department Chair, etc. :
 - Email Address (required)
 - Name (required)
 - Title
 - Phone Number

05

Submit Experience

- Read the internship information and fill out all questions
- Click the green button Request Experience in the bottom right corner of the page to complete the Experience request process.

06

Track Progress of Experience

- Once requested (Submitted), you'll be directed to the Experiences Overview page. You'll also receive an email to your inbox confirming the request.
- You will be able to track the progress from the experiences overview page



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