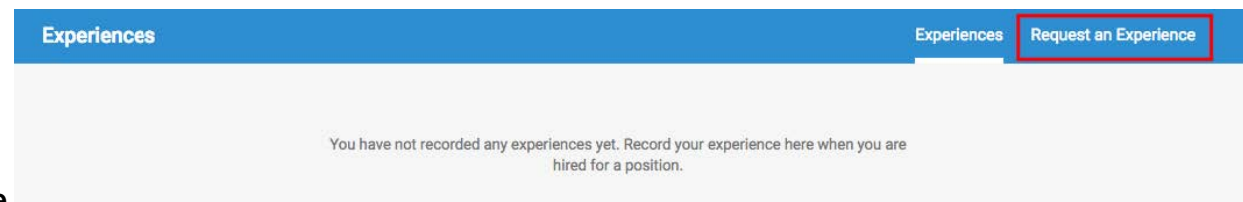
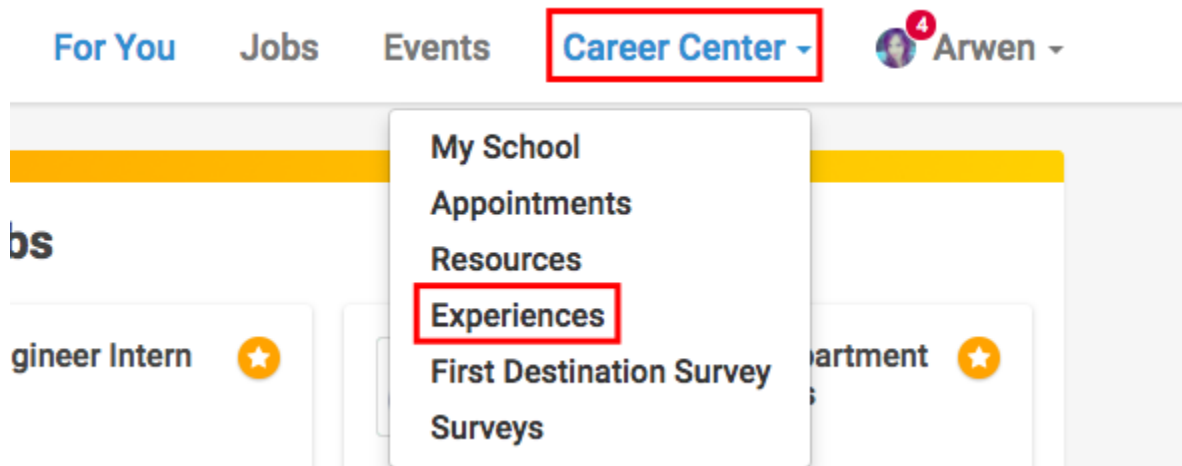




## How to Create and Track an Internship or Service Learning/Field Study Experience *Instructions for Students*

1. Click **Career Center** in the top menu bar, then **Experiences**.



2. Click **Request an Experience**.

3. Choose your **Experience Type** (e.g. Service Learning/Field Study, Internship, or Kugelman Honors Program). Do not enter anything for the term.

Request an Experience

Experiences

[Request an Experience](#)

## Details

\* Experience Type

Service Learning/Field Study

x ▾

4. Enter in the details about the employer/organization. Name and location are required.

## Employer

**Employer**

ABC Accounting

If you do not see your employer please type your own

**Location**

Jacksonville, FL, USA

**Industry**

Accounting

**Employer Phone Number**

+1 (111) 453-1234

**Employer Email Address**

ABC123@ABCcounting.com

5. Enter information about the job/internship/service learning you performed.

PLEASE NOTE: The following information is required.

- Job Title (Intern, Service Learning, Volunteer)
- Date(s) performed

**Job**

\* Job



Audit Internship

If you do not see your job please type your own

**Department**

Audits

**Date**

2017-06-05  > 2017-09-01 

**Job Type**

Internship

**Employment Type**

Full-Time

**Salary**

\$

Add experience to profile?

6. Check mark, "Add experience to profile."

7. Answer the required 3 questions: **# hours completed, professor name, course name and code (e.g Social Work Experience, SOW 3505).**

## General

Page 1

\* # Hours Completed

\* Professor Name

\* Course Name and Code (e.g. Social Work Experience, SOW 3503)

[Request Experience](#)

8. Select **Request Experience**

9. Your submission is now complete and will be in pending status until it is reviewed and approved.