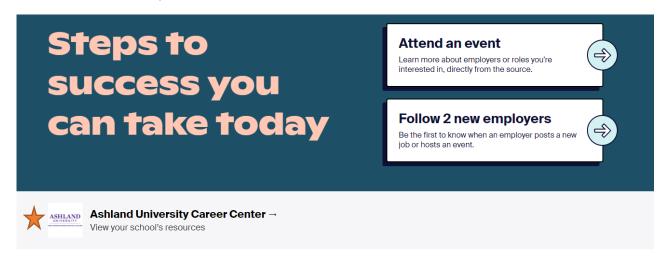
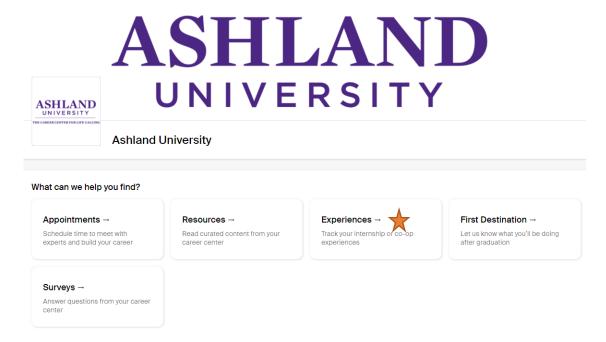
Business Internships must be preapproved to receive academic credit.

Please follow the steps below to submit necessary documentation for the approval process.

- 1. Log into your Ashland University Handshake Account (https://ashland.joinhandshake.com/) Use your Ashland Email and Password.
- 2. Click Ashland University Career Center



3. Click the Experiences button



- 4. Click "Request an Experience"
- 5. Be sure to select "COBE Business Internship/Work-Experience Student Learning Contract"



- 6. Complete the form and submit your request (but you are not done yet! Please keep reading)
- 7. Finalize your request by attaching the completed *Student Release Form* Word Document and a *Job Description* to your requested experience
 - a. Click the Experience button
 - b. Select your experience that you submitted
 - c. Select the blue "New Attachment" button and add the required **Student Release Form** and a **Job Description**

