

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

Steps to success you can take today

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

Follow 2 new employers
Be the first to know when an employer posts a new job or hosts an event.

Ashland University Career Center →
View your school's resources

3. Click the Experiences button

ASHLAND UNIVERSITY

ASHLAND UNIVERSITY
THE CAREER CENTER FOR LIFE CALLING

Ashland University

What can we help you find?

Appointments →
Schedule time to meet with experts and build your career

Resources →
Read curated content from your career center

Experiences →
Track your internship or co-op experiences

First Destination →
Let us know what you'll be doing after graduation

Surveys →
Answer questions from your career center

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

Details

Experience Type

COBE - BUSINESS INTERNSHIP/WORK-EXPERIENCE STUDENT LEARNING CONTRACT



Term



Select a term



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***

	Details	Comments and Activity	Learning Objectives																								
<p>EMPLOYER The J.M. Smucker Company</p> <p>TERM Fall 2021</p> <p>TEMPLATE COBE - BUSINESS INTERNSHIP/WORK-EXPERIENCE STUDENT LEARNING CONTRACT</p> <p>Attachments</p> <p> Zach_McGrain_COBE... PDF (168 KB)</p> <p>New Attachment</p>	<p> Student</p> <table><tr><td>NAME</td><td>Zach McGrain</td><td>CURRENT SCHOOL YEAR</td><td>Junior</td></tr><tr><td>SCHOOL</td><td>Ashland University</td><td></td><td></td></tr></table> <p>Job</p> <table><tr><td>TITLE:</td><td>Intern</td><td>SALARY</td><td>\$15.00 (hourly)</td></tr><tr><td>DEPARTMENT</td><td>Accounting</td><td>JOB TYPE</td><td>Internship - Part-Time</td></tr><tr><td>INDUSTRY</td><td>Food & Beverage</td><td>ACCEPTANCE DATE</td><td>09/13/2021</td></tr><tr><td>START DATE</td><td>09/20/2021</td><td>END DATE</td><td>12/10/2021</td></tr></table>	NAME	Zach McGrain	CURRENT SCHOOL YEAR	Junior	SCHOOL	Ashland University			TITLE:	Intern	SALARY	\$15.00 (hourly)	DEPARTMENT	Accounting	JOB TYPE	Internship - Part-Time	INDUSTRY	Food & Beverage	ACCEPTANCE DATE	09/13/2021	START DATE	09/20/2021	END DATE	12/10/2021		
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