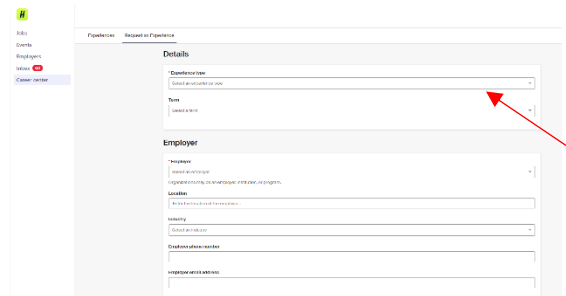# How to Apply for Internship Credit

ii handshake

1. Once you have been hired for an internship and you decide you want to enroll in an Internship Credit Course for your major, you should visit www.wku.edu/business/internships and click on your major's course on the left hand pane under "Course Credit Information". Read through all of the internship credit requirements for your course and make sure your internship responsibilities meet those requirements as well as make sure that you meet the requirements in regards to courses you've taken/enrolled in, GPA, etc. If you have questions about your internship meeting the requirements, contact the Internship Coordinator.
2. Use the link at the bottom of this page and you will be directed to Handshake to get registered for this experience.
3. Log in to Handshake using your NetID and Password by clicking on Western Kentucky Login.
4. Look for **Career Center** located on the lefthand pane then choose **Experiences**.
5. Click **Request Experience**.
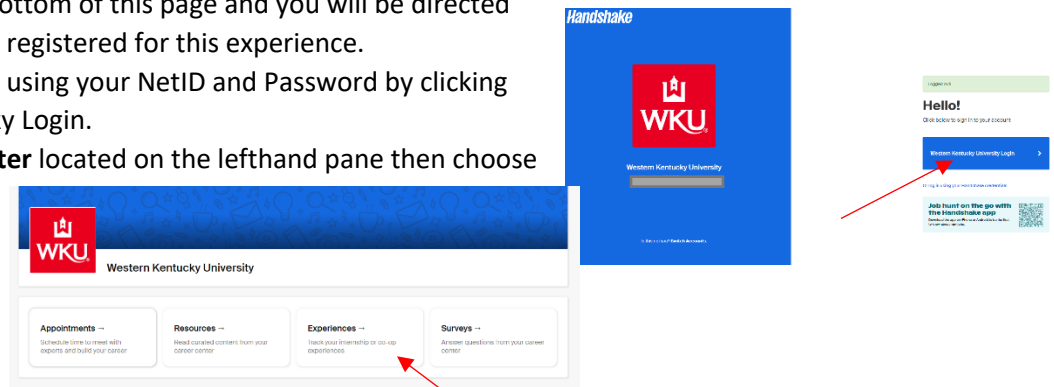
6. Under **Experience Type** choose your major's course
   a. Accounting – ACCT390/BA490
   b. Data Analytics – BDAN369
   c. Economics – ECON490
   d. Finance – FIN440
   e. Management – MGT490
   f. Marketing – MKT490
7. Fill out all of the required information and click "Request Experience" once all information is entered.
8. Your application will then go through the approval process, based on the department's preferences, and you will be notified when you are approved and enrolled in the Internship Course.

Click here to get started: https://wku.joinhandshake.com/login