Reporting Your RETL 295 Practicum or RETL 495 Internship in Handshake

1. Log into Handshake using USC credentials at [sc.joinhandshake.com](sc.joinhandshake.com)
2. After logging in, you should see a homepage similar to the one below.

3. Click on ‘Career Center’ and you should see a drop-down menu

4. Within that drop down menu, select ‘Experiences’
5. In the Experiences section, select ‘Request an Experience’

6. Select Experience Type: RETL 295 for Retailing Practicum or RETL 495 for Retailing Internship
7. Complete this form, e-sign and upload the Student Agreement in the Experience Documents section, and then upload an offer letter and/or position description
8. After requesting an experience, it will shift to ‘Pending’ status in handshake. From there, the Department of Retailing will review your reported opportunity.