

## ***STUDENT INSTRUCTIONS***

### **How to Setup Your Internship Through the 12Twenty System:**

- Go to <https://wwwc.12twenty.com>.
- Click **“Sign Up for an Account”**.
- Sign up with your email address and create a password. Click the box that agrees to the Terms and Conditions.
- You may have to verify your timezone after this step.
- This should take you to the main page.
- Scroll down the list on the left side of the page and click **“Experiential Learning”**.
- At the top right, click the blue box that says, **“+New Experience”**.
- Fill out the Internship Application form: I would recommend meeting with your Faculty Advisor to do this. Once complete, click **“Save”**.
- Once saved, if you wish to upload your **Syllabus or Learning Outcomes**, you can do so under the **Documents** tab.
- As a final step, click the **“Submit for Approval”** tab. This will begin the process of approvals from your Faculty Advisor, Site Supervisor, Director of Experiential Learning, and Registrar.
- **\*\*Once this is all done, you can also click on the Documents and Forms tab and upload a syllabus if you need to.**

#### **\*\*NOTE:**

**You can also track your hours on this site with the Hour Log. To do this, once all approvals are submitted you can log back into the 12twenty site ([wwwc.12twenty.com](https://wwwc.12twenty.com)), click “Experiential Learning” on the left side, and find your active internship to enter hours.**

***If you have any questions at all, please reach out to Dr. Justin Bowers, Director of Career Services and Experiential Learning at [bowers.j@wwwc.edu](mailto:bowers.j@wwwc.edu).***