Internship Course Application

The UW Oshkosh College of Business requires the completion of an internship and internship course to graduate. Once you accept a business internship you are required to follow the steps below within two weeks of accepting the offer.

Instructions to Complete the Internship Course Application

1. Log in to your Titan Jobs account: https://uwosh.joinhandshake.com/login

2. Click on the Applications tab under the Explore section

3. Click on the Report a Hire tab on the right hand side of the page and complete all information on the form. Once you complete all the information click on the Create Outcome button.

4. On the next page, click on the Create Experience button. Leave the first three sections blank (Employer, Supervisors, and Job). Complete all other information on the form. Once you complete all the information click on the Create Experience button.

Tips for Your Application

- Provide all internship details and thorough answers to avoid delays in processing your internship application
- Complete the application in one session
- Alert your supervisor that they should expect an email to review and approve your internship
- Check your TitanWeb account to see your enrollment in BUS 492 or BUS 442

UW Oshkosh College of Business Professional Development Office
Sage Hall Suite 1608 • (920) 424-0297 • cobinterns@uwosh.edu