



STUDENT INSTRUCTIONS

How to Setup Your Internship Through the 12Twenty System:

- Go to <https://dewv.12twenty.com>.
- Click **“Login with your 12twenty SSO”**.
- Sign in with your D&E email address and 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.
- Under Experience Type: Select **“Internship for Credit”**. *Note: If you are an International Student you will need to select “International Student Internship for Credit” under Experience Type.*
- Be sure under the Supervisor section that you list your **Site Supervisor**. You may need to add them to the system.
- Once form is 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 (dewv.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 bowersj@dewv.edu.

