

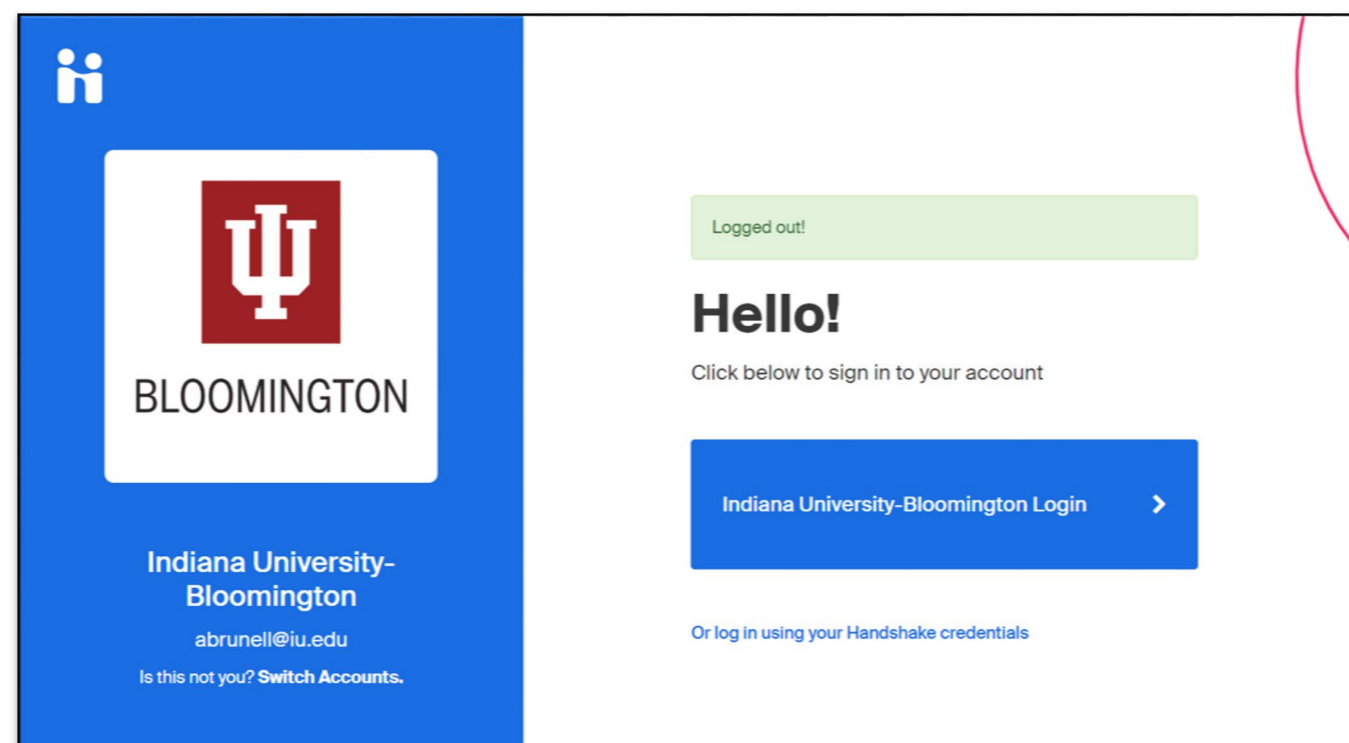
# How to Register Your Internship in HANDSHAKE

## Domestic Students

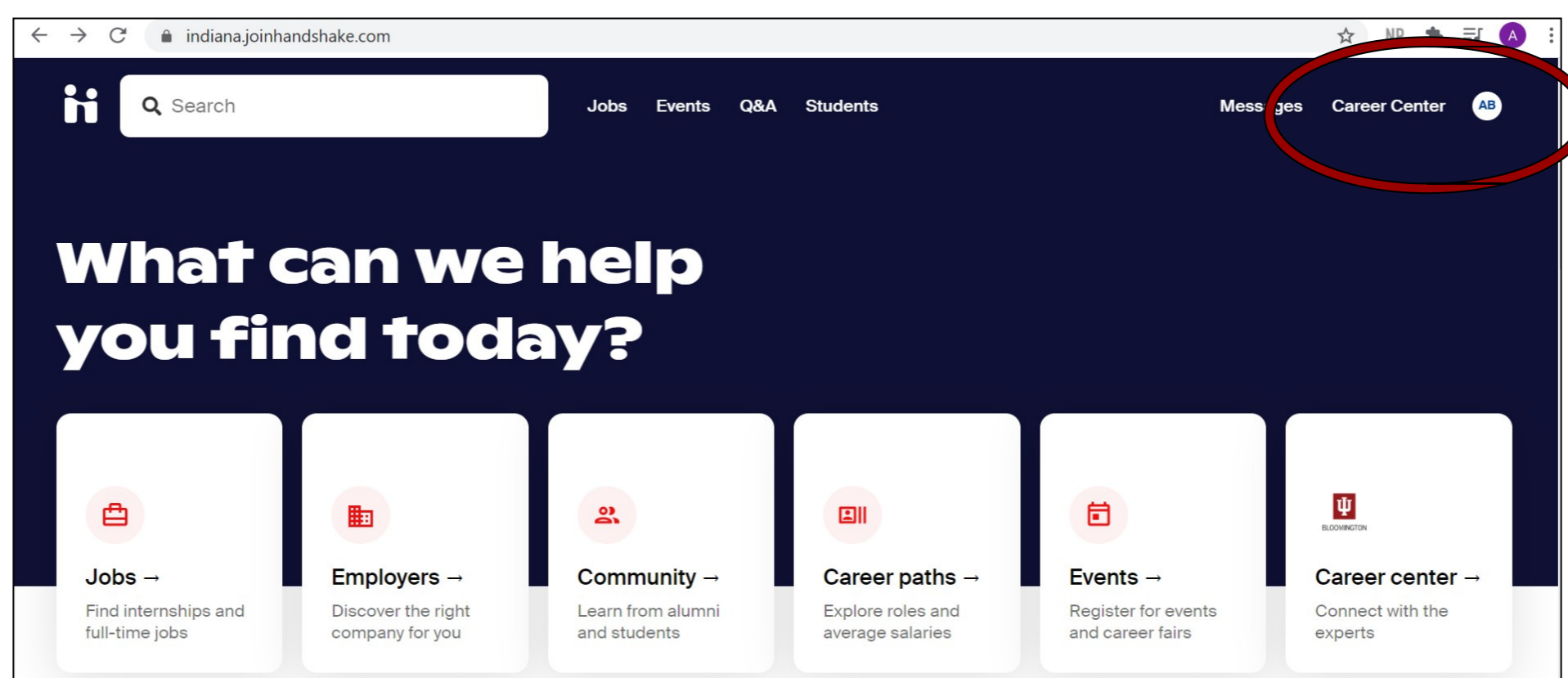
**Academic Eligibility:** A student must meet the following academic requirements to be eligible to enroll in the required internship course:

- Admitted to the O'Neill School
- Academic Good Standing (2.0 cumulative GPA and 2.3 O'Neill GPA)
- Undergraduate Students: Successful completion of the pre-requisite course, V252/H267—Career Development and Planning

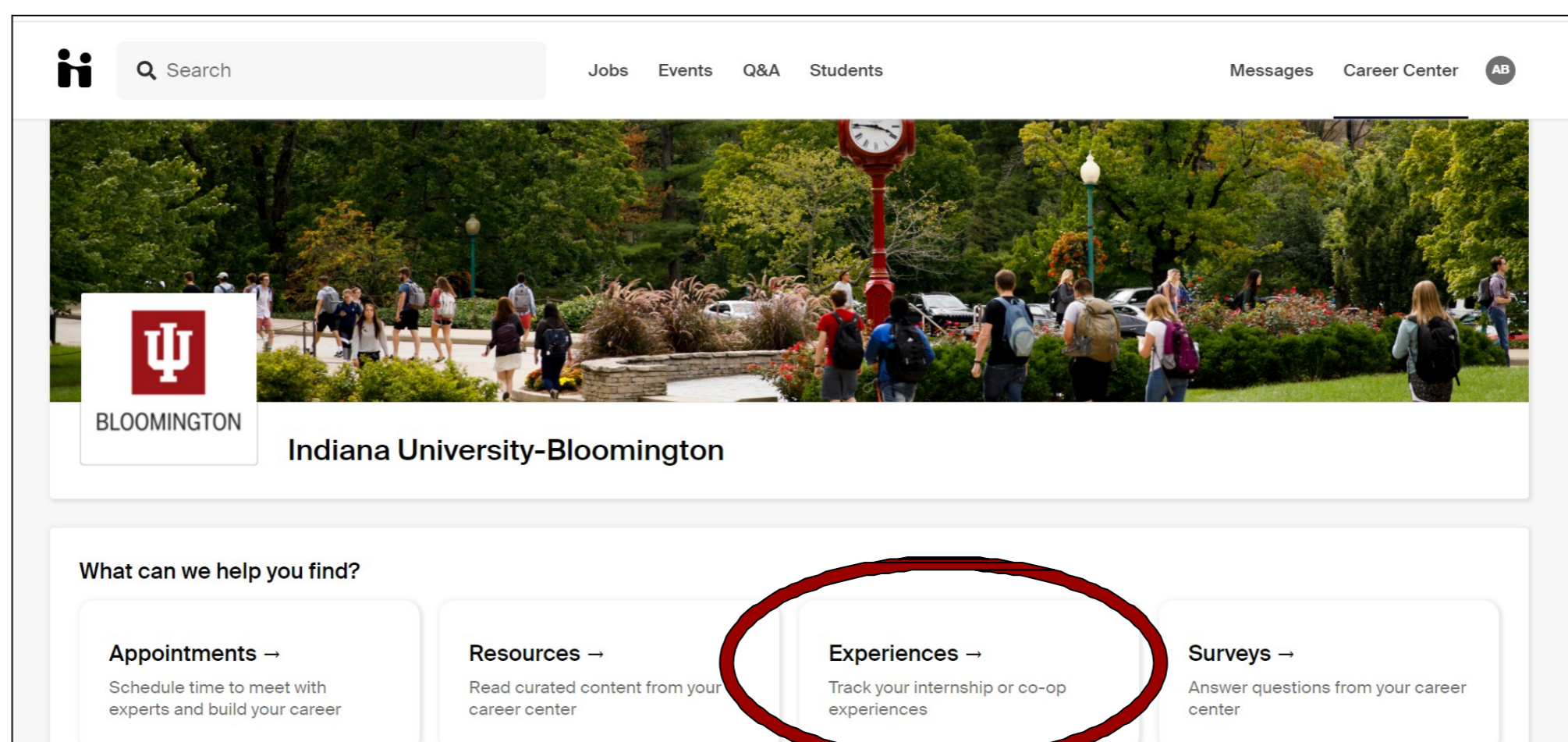
**Step 1:** Create and Login to your HANDSHAKE account here: [indiana.joinshake.com](https://indiana.joinshake.com)



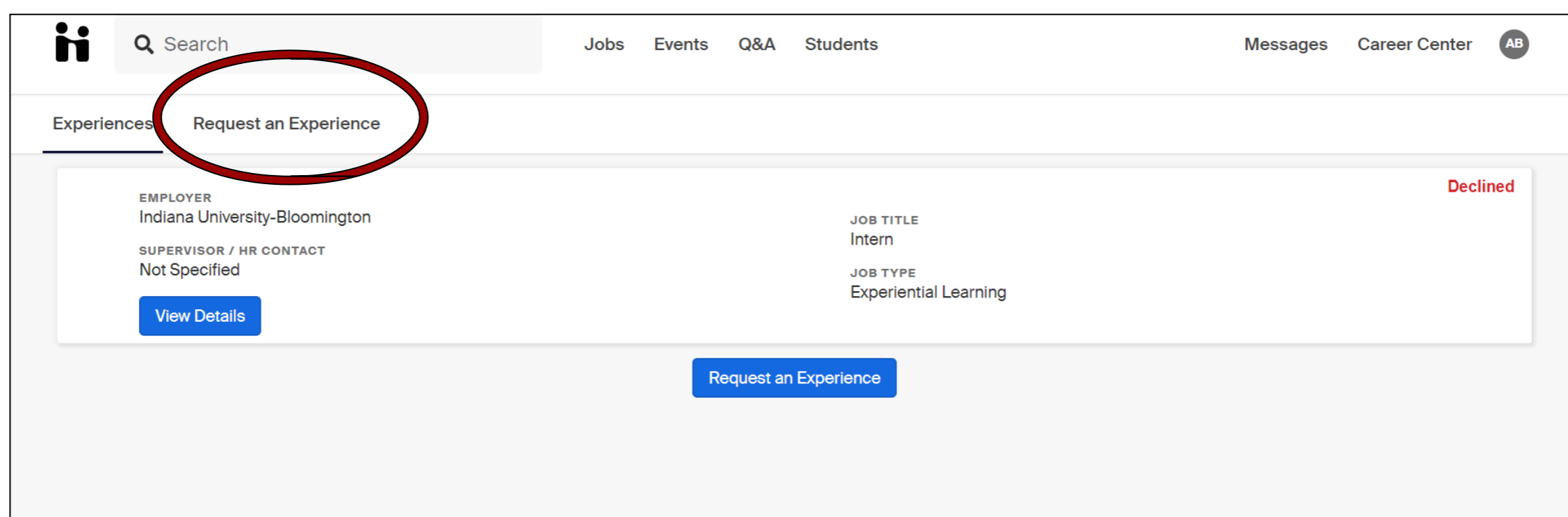
**Step 2:** You are in! Click on **CAREER CENTER** in the top, right hand corner of the screen.



**Step 3:** Click **EXPERIENCES**.



**Step 4:** To submit a new internship for approval, Click **REQUEST AN EXPERIENCE**. This page will show you your previously submitted experiences and their status.



**Step 5:** Select the correct O'NEILL form (graduate/undergraduate, fall/summer/spring) in the **EXPERIENCE TYPE** drop down menu. Complete all required fields in the form and submit the form. Once submitted, your internship may take 7 to 10 **business** days to review. If you are a graduate student submitting a research based internship, please make sure to select the *O'Neill Research* form.

A screenshot of the 'Request an Experience' form on the O'Neill Career Hub website. The form is titled 'Request an Experience' and is under the 'Experiences' tab. The 'Details' section contains three dropdown menus: '\* Experience Type' (with a placeholder 'Select an experience type'), '\* Term' (with a placeholder 'Select a term'), and '\* Employer' (with a placeholder 'Select an employer'). Below the 'Employer' dropdown, there is a note: 'If you do not see your employer please type your own'. At the bottom of the form, there is a 'Location' field.

## Important Information

To be eligible for the **required** internship credit, you must **1) Register your Internship; 2) receive permission to enroll in the designated course; and 3) complete all required course materials and internship hours.**

### Undergraduates:

- In order to earn the **required** internship credit, you must complete AT LEAST 120 hours at your internship. The majority of these hours must take place during the term that you have enrolled in the V381/H466 course.
- You must complete the required Canvas coursework and receive a minimum of 75% to pass the course. Canvas assignments will be short and focused on assisting you in completing a successful, fulfilling internship.
- You are required to submit one self-evaluation and one employer evaluation (completed by your supervisor). Your assigned instructor will send you more details on this requirement.

### Graduate Students:

- **MPA, MSES, DUAL:** In order to complete your **required** internship, you must complete at least 120 hours (0-1 credits) at your internship (including remote/virtual work). The majority of your hours must take place during the term that you have enrolled in the V585/E589.
- **MAAA:** You must complete at least 280 hours (3 credits) at your internship site (including remote/virtual work).

For more information visit: [OneillCareerHub.indiana.edu](https://oneillcareerhub.indiana.edu)

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