

# How to Register Your Internship in HANDSHAKE

## International Students

If you are completing your internship within the U.S., **DO NOT** begin work without obtaining [CPT \(Curricular Practical Training\)](#) work authorization.

### **Working/Interning without proper authorization is a violation of your legal status.**

If you have any questions please contact the Career Hub or OIS.

You must submit your CPT application to [the Office of International Services \(OIS\)](#) at **least two weeks before you expect your internship to begin.**

**When completing the CPT application, list Melissa Todd, [melipage@indiana.edu](mailto:melipage@indiana.edu), as your academic advisor.**

### **Step 1: Get an Internship!**

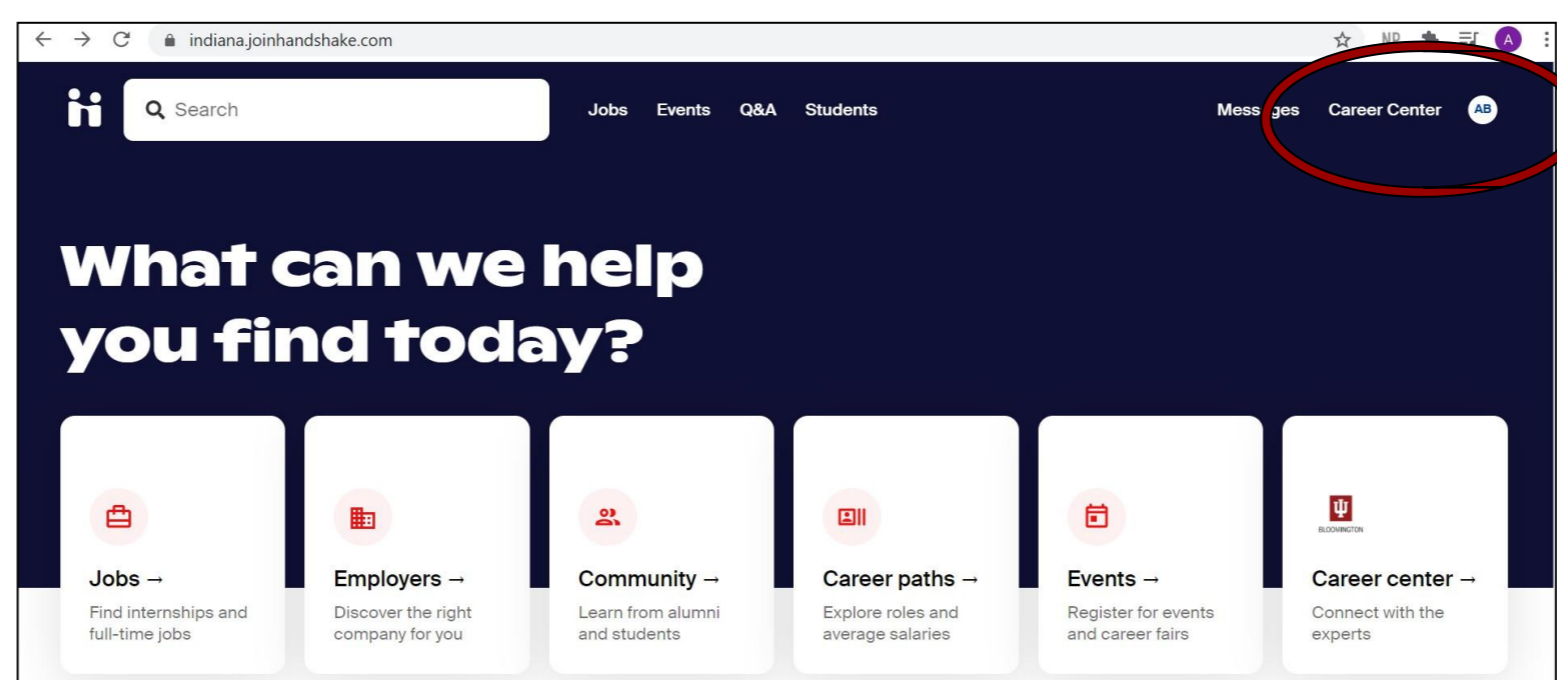
- For CPT authorization, your internship needs to be **integral to your O’Neill major field of study.**
- If you need help finding an internship to meet this requirement we encourage you to make an appointment with a Career Consultant or internship search assistant.

### **Step 2: Request an Offer Letter**

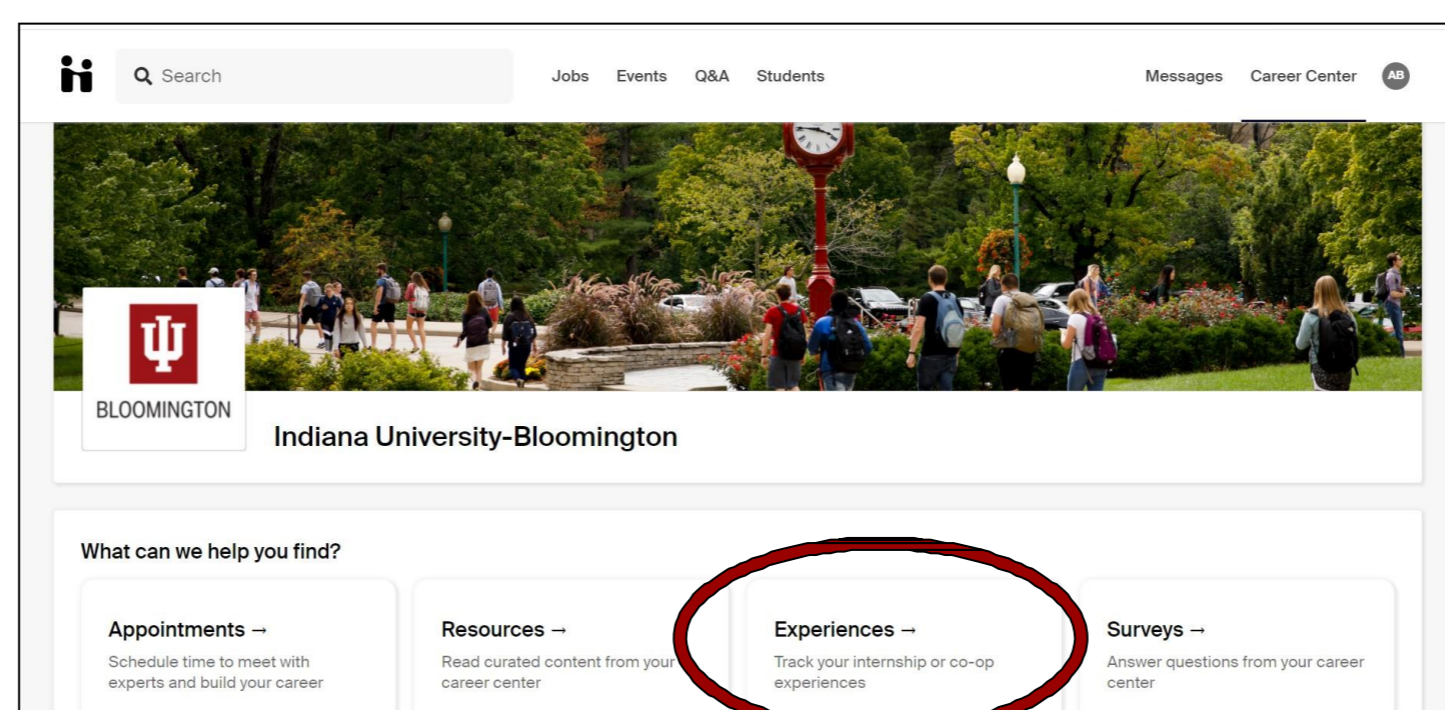
- You are required to provide an offer letter on the organization’s letterhead to OIS that contains the following information:
  - A specific start date of your internship with the phrase “or date of authorization.” For example: *Start Date: 5/10/16 (or date of authorization)*
  - A specific end date of internship
  - The number of hours you will be interning each week.
    - The physical address of your internship site (P.O. Boxes are not acceptable)
    - A description of your position duties, the more details the better.

**Step 3:** Create and Login to your HANDSHAKE account here: [indiana.joinshake.com](http://indiana.joinshake.com)

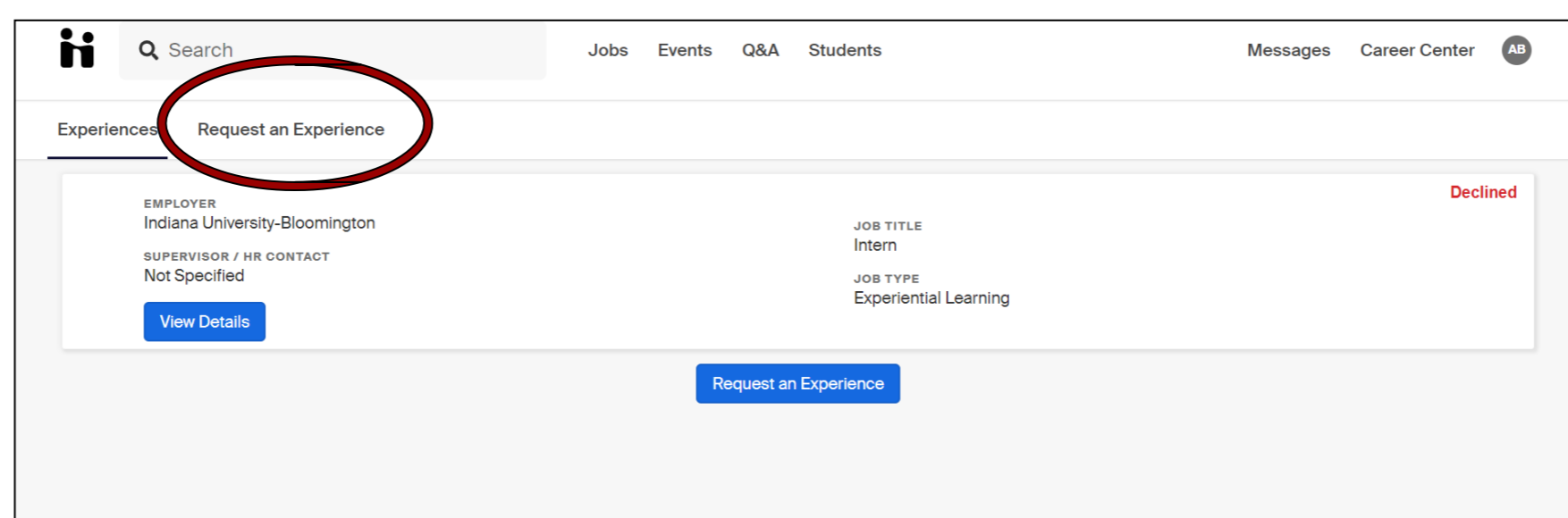
**Step 4:** You are in! Click on **CAREER CENTER** in the top, right hand corner of the screen.



**Step 5:** Click **EXPERIENCES**.



**Step 6:** To submit a new internship for approval, Click **REQUEST AN EXPERIENCE**. This page will show your previously submitted experiences and their status.



**Step 7:** 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.

The screenshot shows the 'Request an Experience' form. The 'Details' section contains three dropdown menus: 'Experience Type' (with the text 'Select an experience type'), 'Term' (with the text 'Select a term'), and 'Employer' (with the text 'Select an employer'). Below the 'Employer' dropdown, there is a note: 'If you do not see your employer please type your own'. A 'Location' field is also visible at the bottom of the form.

### 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. 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.

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

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