

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, as your academic advisor.

Step 1: Get an Internship!

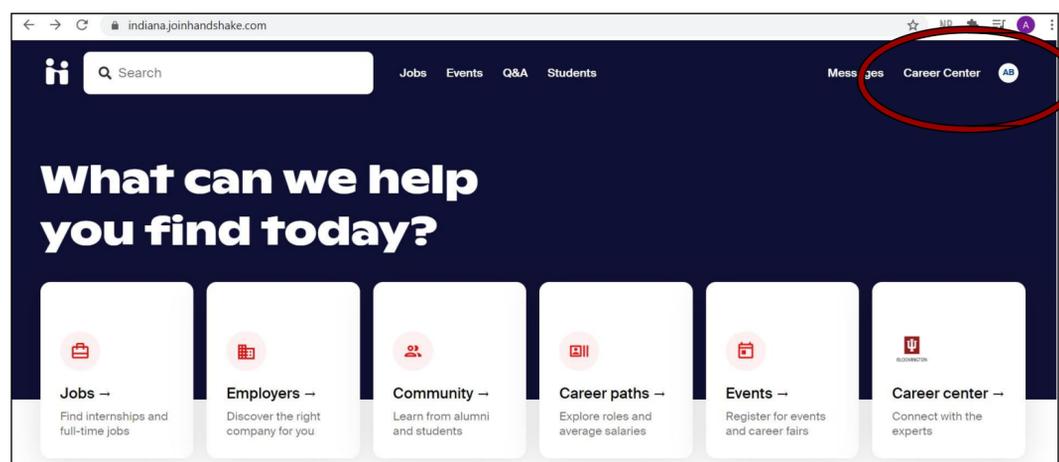
- For CPT authorization, your internship needs to be **integral to your O'Neill major field of study**.
- If you need help finding an internship to meet this requirement we encourage you to make an appointment with a Career Consultant or internship search assistant.

Step 2: Request an Offer Letter

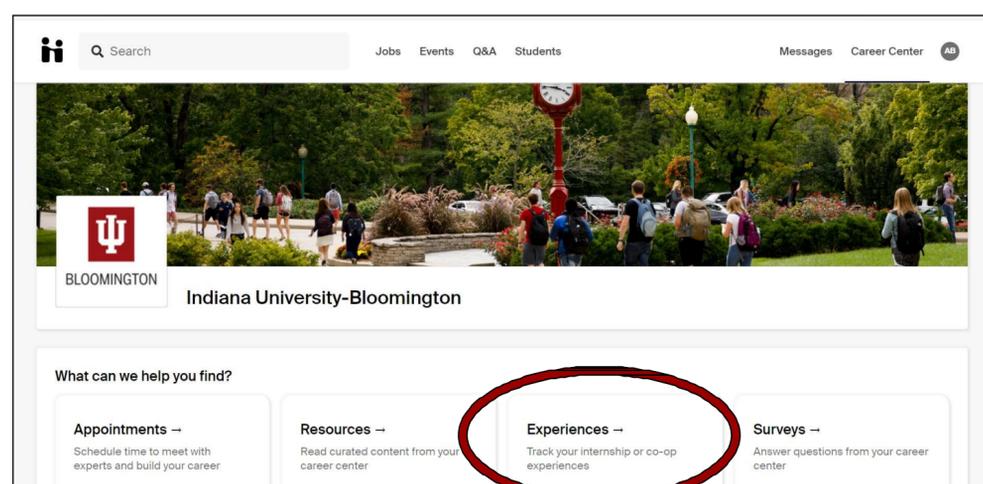
- You are required to provide an offer letter on the organization's letterhead to OIS that contains the following information:
 - A specific start date of your internship with the phrase "or date of authorization." For example: *Start Date: 5/10/16 (or date of authorization)*
 - A specific end date of 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

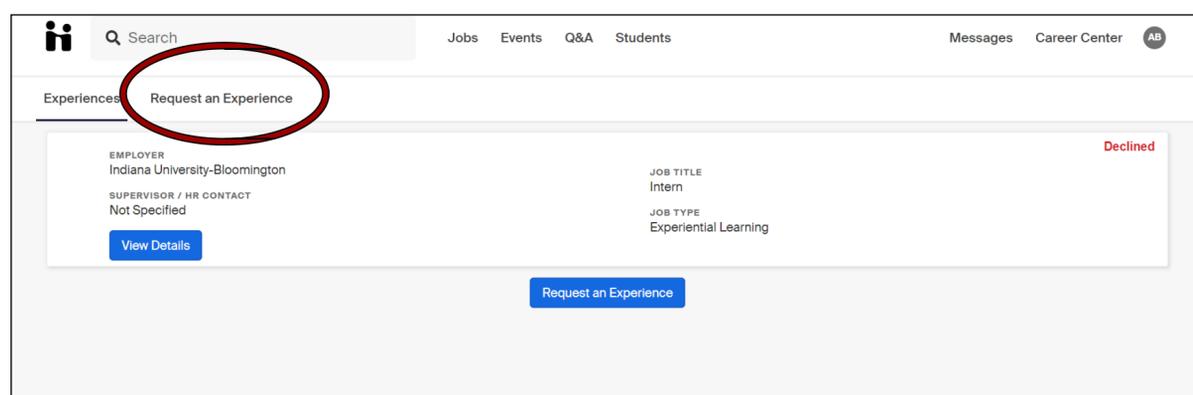
Step 4: You are in! Click on **CAREER CENTER** in the top, right hand corner of the screen.



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'. 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. 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

O'Neill Career Hub | SPEA 200 | 812.855.9639 | careerhb@indiana.edu

