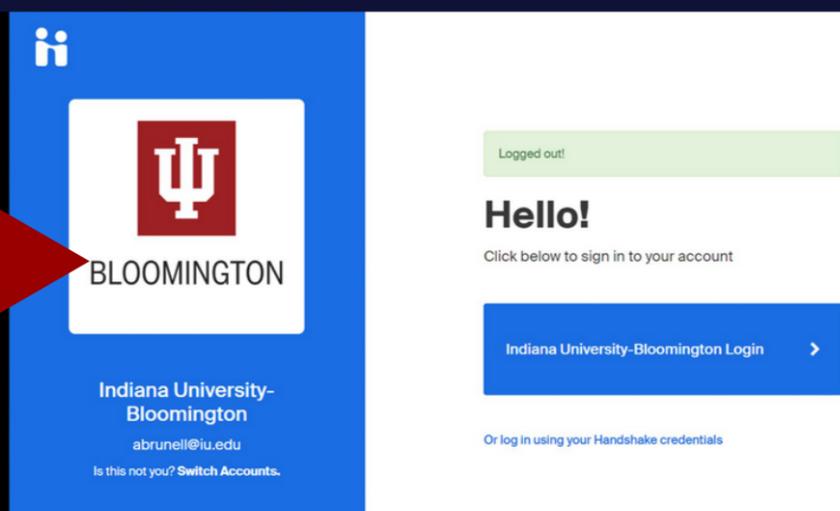# How to Register Your Internship in HANDSHAKE

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 (SPEA GPA meets the requirements for undergrads)
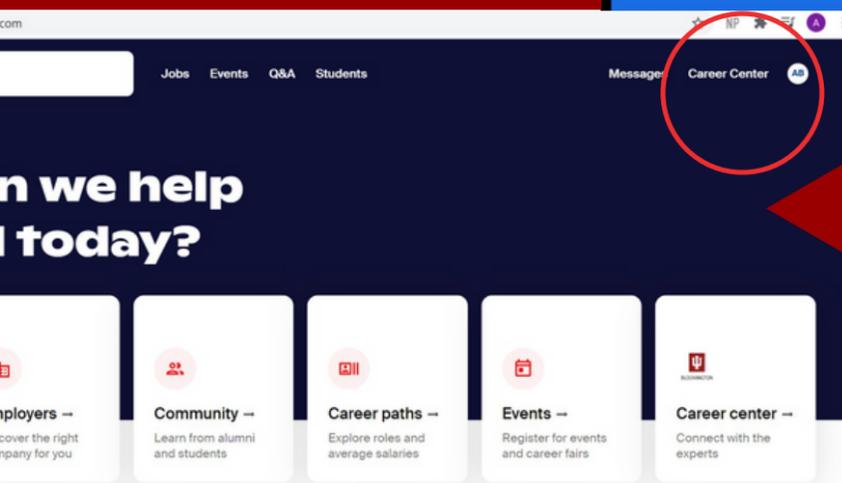- Undergraduate Students: Successful completion of the pre-requisite course, V252/H264

01
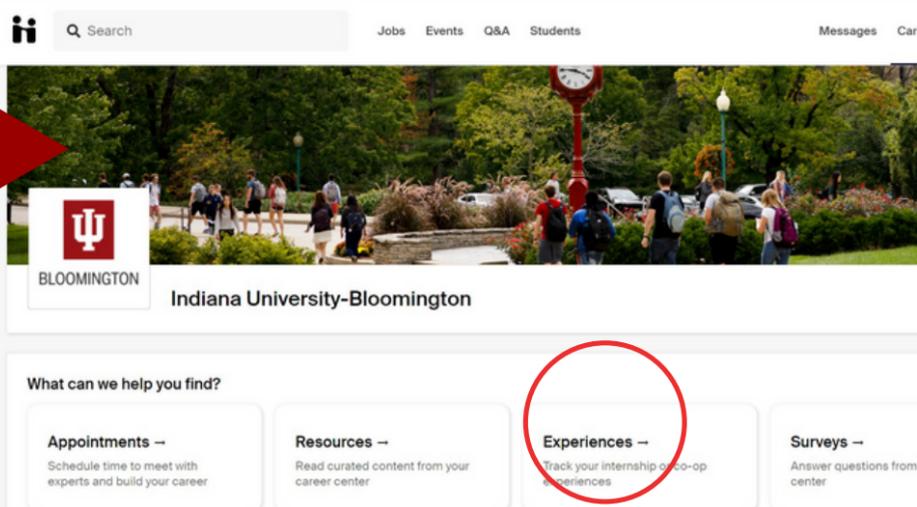Create and login to your HANDSHAKE account at indiana.joinshake.com

02
You are in! Click on **CAREER CENTER** in the top, right hand corner of the screen
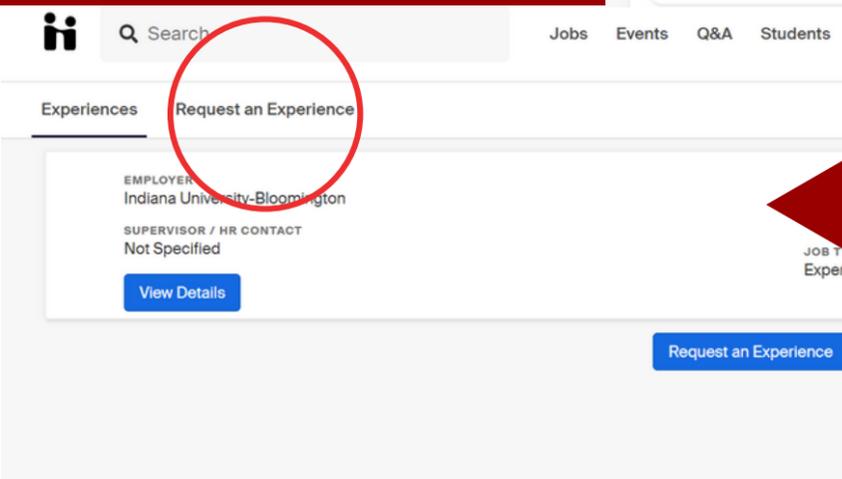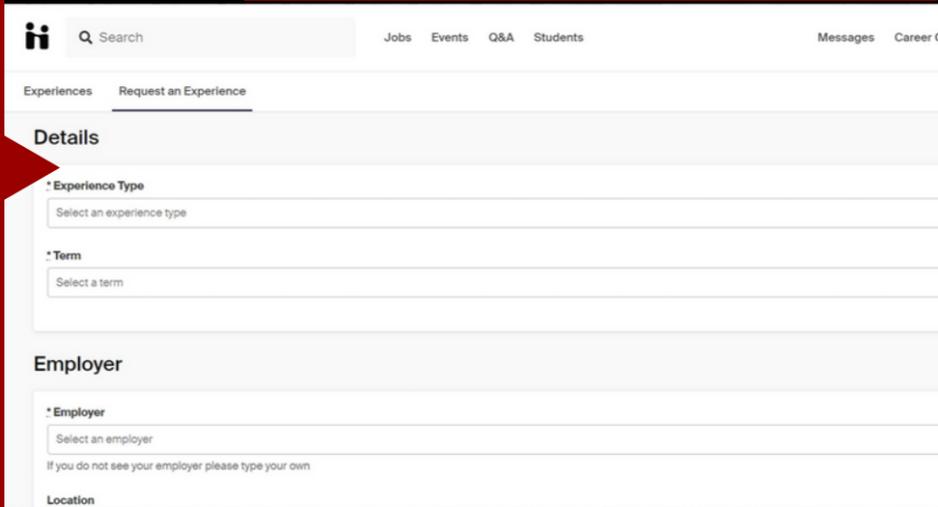
03
Click **EXPERIENCES.**

04
To submit a new internship for approval. Click **REQUEST AN EXPERIENCE**. This page will show you your previously submitted experiences and their status

05
Select the correct O'Neill experience type (undergraduate/graduate) and then the correct term (fall/summer/spring). Complete all required fields in the form and submit 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.***

Undergraduate

- 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

- **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 V585/E589.
- **MAAA:** You must complete at least 280 hours (3 credits) at your internship site (including remote/virtual work)