

HOW TO REGISTER YOUR INTERNSHIP IN HANDSHAKE (INTERNATIONAL STUDENTS)

If you are completing your internship within the U.S. OR working remotely from the U.S **DO NOT** begin working without obtaining CPT (Curricular Practical Training) work authorization.

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

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, please list Melissa Todd, melipage@indiana.edu, as your academic advisor.

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.

2.) REQUEST AN OFFER LETTER

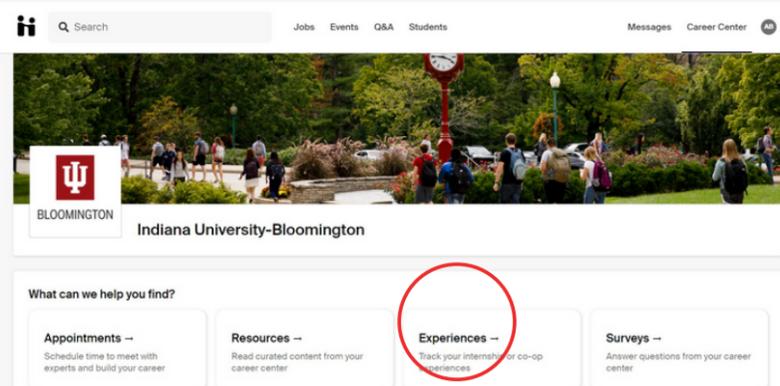
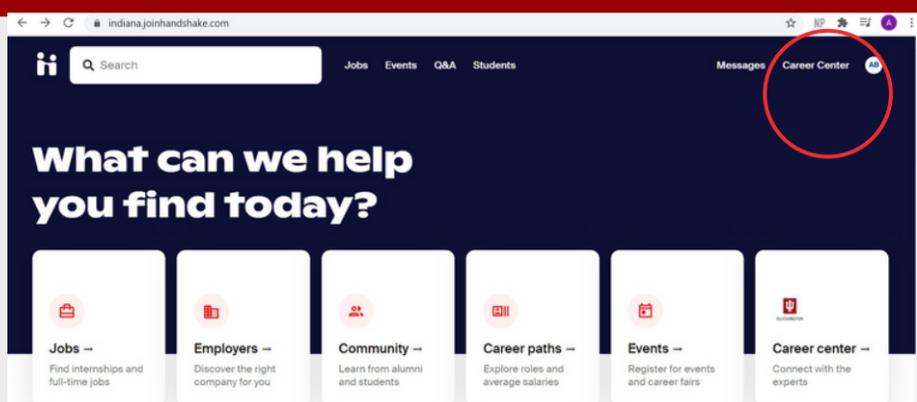
- You are required to provide an offer letter on the organization's letterhead to OIS that contains the following information:
 - A specific start date of your internship with the phrase "date of authorization." For example: *Start Date: 5/10/16 (or date of authorization)*
 - A specific end date of internship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

3.) CREATE AND LOGIN TO HANDSHAKE

To create a Handshake account please visit <https://indiana.joinhandshake.com/>

4.) YOU ARE IN!

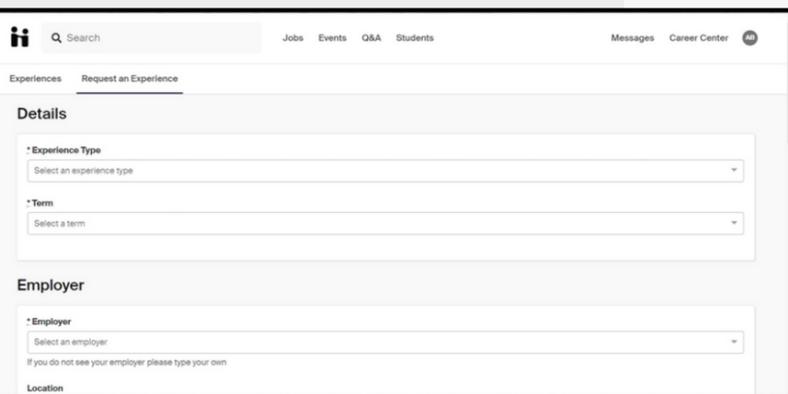
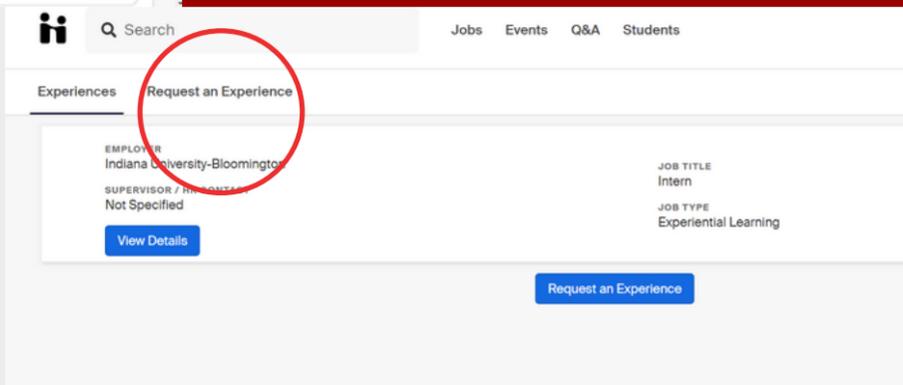
Click on **CAREER CENTER** in the top, right hand corner of the screen



5.) CLICK EXPERIENCES

6.) REQUEST AN EXPERIENCE

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



7.) EXPERIENCE TYPE

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)



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For more information visit: oneillcareerhub.indiana.edu
O'Neill Career Hub | SPEA 200 | 812.855.9639 | internqs@indiana.edu



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