

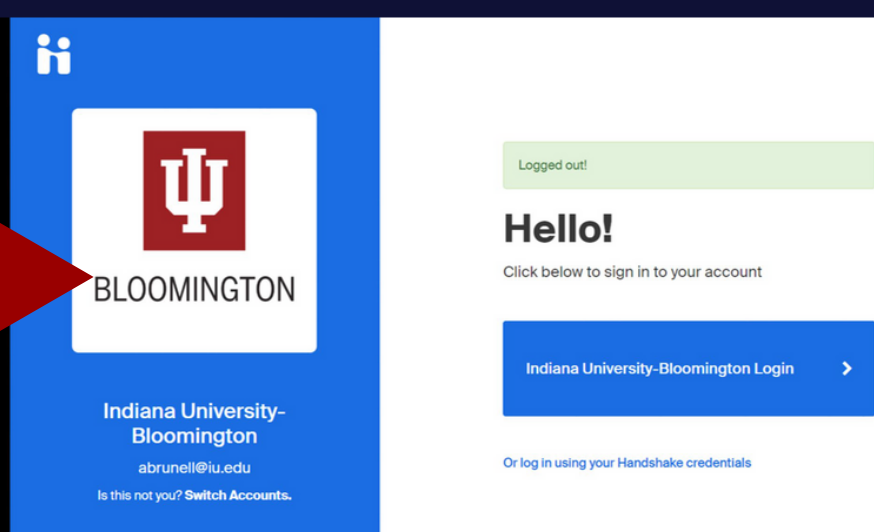
How to Register Your Internship in HANDSHAKE

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

The best way to get noticed by employers? Reach out.

Att...

Learn more about...

interested in, di...

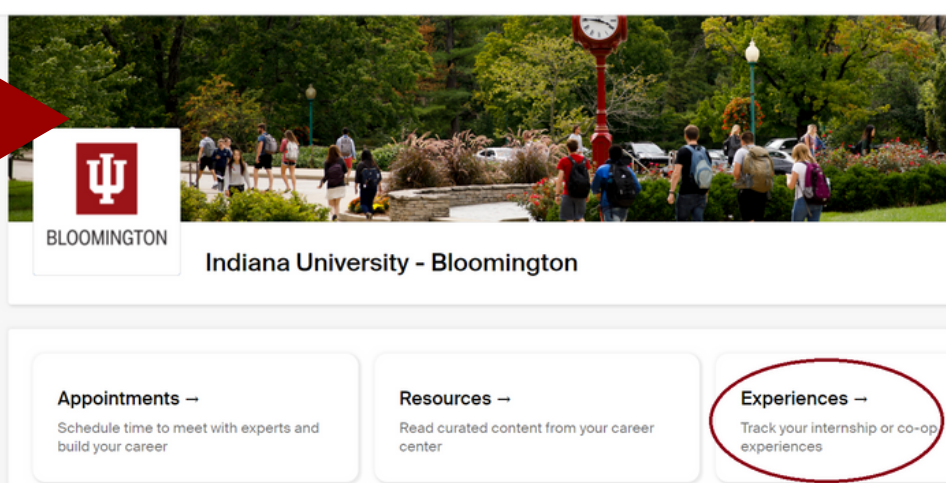
Make yo...

Add key informa...

jobs and opport...

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

Experiences Request an Experience

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.

Experiences Request an Experience

Details

* Experience type

Select an experience type

* Term

Select a term

Employer

* Employer

Select an employer

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)



O'NEILL
CAREER HUB

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



O'NEILL
CAREER HUB