



## REPORTING YOUR INTERNSHIP IN HANDSHAKE

Before you report your internship in Handshake, make sure you have the appropriate information to report. *These items will include:*

- Name, location, website of the employer/organization
- Name, title, email address, and phone number of your internship supervisor
- Internship start and end date (*a close approximate date is acceptable*)
- Internship hours per week and wage per hour (*if applicable*)

You will also need an official job description letter from your internship supervisor. This is essentially your contract between the host organization and you.

**The letter will need to include the following:**

- Official organization letterhead
- Detailed list of your duties, tasks, and responsibilities as an intern
- Indication of the 120 hours required to fulfill your for-credit internship
- Supervisor contact information and signature

***\*\*Please note that reported internships without this letter will not be approved***

### Getting Started:

The screenshot shows the Handshake website interface. At the top, there is a search bar and a navigation menu with links for Jobs, Events, Q&A, Students, Message, and Career Center. The 'Career Center' link is circled in yellow. Below the navigation is a large heading: "What can we help you find today?". To the right of this heading is a yellow box containing the text: "Once you've logged into your Handshake account, click on either CAREER CENTER tab and then select EXPERIENCES." Below the heading are six white cards with red icons and text: Jobs (Find internships and full-time jobs), Employers (Discover the right company for you), Community (Learn from alumni and students), Career paths (Explore roles and average salaries), Events (Register for events and career fairs), and Career center (Connect with the experts). The 'Career center' card is circled in yellow.

### What can we help you find?

The screenshot shows four white cards with red icons and text: Appointments (Schedule time to meet with experts and build your career), Resources (Read curated content from your career center), Experiences (Track your internship or co-op experiences), and Surveys (Answer questions from your career center). The 'Experiences' card is circled in yellow.

You will then click **REQUEST AN EXPERIENCE** if you are recording this for academic credit.

You have not recorded any experiences yet. Record your experience here when you are hired for a position.

Request an Experience

## Request an Experience

## Details

## Experience Type

Select an experience type

## Term

Select a term

Under the **EXPERIENCE TYPE** dropdown bar, select the appropriate survey that corresponds to your major. *Example: Film majors will select FILM-M294.*

Under **TERM**, please indicate the semester you are completing your internship.

Proceed with filling out the rest of the information fields in Handshake, please be as detailed as possible. Once you've reached the end of the survey, make sure you have your **REQUIRED** internship description letter ready to attach on the NEXT PAGE. *Please note that internships will not be reviewed or approved without this document.* Lastly, you will e-sign your full name which indicates you agree to the terms & conditions of being a student intern. This handbook can be found on the next page in the **ATTACHMENTS** section or on the Career Center website. Once you've entered the appropriate information, click the **green REQUEST EXPERIENCE** button.

## Attachments



Example of Required S...  
PDF (65.1 KB)



Student Intern Handb...  
PDF (137 KB)



Internship Site Supervi...  
PDF (411 KB)

New Attachment

To upload your official internship letter, click the **NEW ATTACHMENT** button on the left side of the overview page. Here, you will be able to upload your document from your computer and then click the **CREATE ATTACHMENT** button.

You will then be able to see it under the **ATTACHMENTS** section.

*Reminder: internship experiences reported without this document will not be approved.*

## Attachments



Official Intern Letter  
PDF (170 KB)



Example of Required S...  
PDF (65.1 KB)



Student Intern Handb...  
PDF (137 KB)



Internship Site Supervi...  
PDF (411 KB)

New Attachment



Overview

✓ Experience was successfully created. Successfully added work experience to profile.

**EMPLOYER**  
US Foods

**TERM**  
Summer 2020

**TEMPLATE**  
BA-B497 Required Internship Information

Details Comments and Activity Learning Objectives

**Student**

**NAME**  
Katherine Bandy

**CURRENT SCHOOL YEAR**  
Sophomore

**SCHOOL**  
Loyola University New Orleans

**Attachments**

Example of Required ... PDF (85.1 KB)

Student Intern Handb... PDF (137 KB)

**Job**

**TITLE:**  
intern

**DEPARTMENT**

**INDUSTRY**  
Food & Beverage

**START DATE**  
Unknown Time

Congratulations, you've now successfully uploaded your internship experience. **You will receive a confirmation email indicating that your experience request has been received and will be processed in a timely manner.** Note that you can always go back and view your recorded information under the **EXPERIENCES** tab.

Should any issues come up, please contact the Career Development Center at 504-865-3860 or visit the CDC office in the Student Success Center in the 2<sup>nd</sup> floor of the Monroe Library.

**IMPORTANT DEADLINES:**

You should report their internship on Handshake AS SOON AS YOU RECEIVE AN OFFER! In order to receive academic credit for your internship, you MUST report your internship on Handshake by the deadlines outlined below. **Academic credit will not be granted for internships reported after these deadlines!**

- Fall Internships – must be reported no later than **October 1**
- Spring Internships – must be reported no later than **March 1**
- Summer Internships – must be reported no later than **July 1**

**WHAT HAPPENS NEXT?**

- Your Career Coach will receive a notification that you have reported your internship and initiate the approval process.
- Both your internship supervisor and internship course instructor will receive an email asking them to review the information you have submitted and provide approval.
- Toward the end of the semester (or near the internship end date you provided on your internship report), your internship supervisor will receive an email containing a link to your internship evaluation.
- Once the evaluation has been completed, it is returned to your internship course instructor and a grade will be issued after all class assignments have been completed.