



## 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 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 required 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 homepage. The navigation bar includes 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile for 'Katherine'. The 'Career Center' dropdown menu is open, showing options: 'My School', 'Appointments', 'Experiences', and 'Surveys'. The 'Experiences' option is highlighted with a yellow circle. A yellow box contains the text: 'Once you've logged into your Handshake account, under the CAREER CENTER tab at the top right-select EXPERIENCES'. The user profile on the left shows 'Katherine Bandy' and 'Profile Strength'.

You will then click **REQUEST AN EXPERIENCE** on the far right

The screenshot shows the navigation bar with 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and 'Katherine'. The 'Career Center' dropdown menu is open, showing 'Experiences' and 'Request an Experience'. The 'Request an Experience' option is highlighted with a yellow circle.

The screenshot shows the 'Request an Experience' form. The 'Details' section has two highlighted fields: 'Experience Type' (a dropdown menu) and 'Term' (a dropdown menu). A yellow box contains the text: 'Under the EXPERIENCE TYPE dropdown bar, select the appropriate experience survey that corresponds to your major. Under TERM, please indicate the current semester.' The navigation bar at the top shows 'Experiences' and 'Request an Experience'.

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 internship entries will not be reviewed 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 CDC website.

\* I acknowledge that I am REQUIRED to upload an internship description on company letterhead in the Attachment section on the left-hand side of the page. I understand that my internship will not be processed or approved without this documentation.

- Yes  
 No

\* By e-signing your full name below, I agree to the terms and conditions of being a student intern as outlined in the Student Intern Handbook found at <http://studentaffairs.loyno.edu/careers/students/resources-jobs-and-internships>

YOUR NAME HERE

Once you've entered the appropriate information, click the green **REQUEST EXPERIENCE** button.

Request Experience

#### 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.

*Again, 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

handshake



For You

Jobs

Events

Students

Career Center



Katherine

Name Official Intern Letter

This is the public name of the document

Document  OFFICIAL INTERN LETTER.pdf

Approvers of the experience will be able to view and download this attachment.

### Overview

Overview

My School

Appointments

Resources

Experiences

Surveys

Submit an Evaluation

Objectives

EMPLOYER  
The NOLA Project

TERM  
Fall 2018

TEMPLATE  
Theatre Arts Required Internship  
Information-Fall 2018

#### Attachments

Official Intern Letter  
PDF (170 KB)

Student Intern Terms ...  
PDF (108 KB)

Site Supervisor Interns...  
PDF (386 KB)

EXAMPLE-Supervisor...  
PDF (98.7 KB)

Details

Comments and Activity



### Student

NAME  
Katherine Bandy

SCHOOL  
Loyola University New Orleans

CURRENT SCHOOL YEAR  
Junior

### Job

TITLE  
Dramaturgy Intern

DEPARTMENT  
Dramaturgy / New Play Development

INDUSTRY  
Performing and Fine Arts

START DATE  
08/06/2018



### Employer

EMPLOYER  
The NOLA Project

PHONE  
(850) 499-3351

Congratulations, you've now successfully uploaded your internship experience. 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.