Handshake Visual Guide

How to Register an Internship
Log in at www.mcad.joinhandshake.com with your MCAD credentials by clicking the blue button that says ‘MCAD Account Login’
Click on “Career Center” in the top right corner.
Select “Experiences” in the drop down menu that appears.
On the top right of your screen is “Experiences” and “Request an Experience”. Click on “Request an Experience”.

![Request an Experience form](image)
For “Experience Type”, select your major from the dropdown menu. Majors are included in the parentheses following the department names.

- Design Internship (Comic Art/Graphic Design/Illustration)
- Entrepreneurial Studies Internship
- Fine Arts Internship (Drawing and Painting/Fine Arts Studio/Furniture Design/Print Paper Book/Sculpture)
- Master of Fine Arts Internship (Elective)
- Media Internship (Animation/Filmmaking/Photography/Web and Multimedia Environments)
- Product Design Internship
Select the semester that you are requesting credits for. At least a few days of the internship must occur within the dates of the semester to which you wish to apply the credits (except for summer internships requested for fall credit, which may be completed entirely during the summer without an overlap into the dates of the following fall semester.)
Under “Employer”, search for your internship organization’s name. The only required field in this section is “Employer”, which is the name of the organization/internship site. The following fields are optional and may auto-fill if the site is already in Handshake: “Location”, “Industry”, “Employer Phone Number”, “Employer Email Address”.

![Image of the Employer section in Handshake](image-url)
Under “Job” fill in your job title during the internship. If you do not have a specific job title, write “Intern”. Skip “Department”.
Under “Date” fill in your accurate internship start and end dates. Keep in mind that internships may not be backdated, so the start date must be in the future. Under “Job Type” you MUST select “Internship”. Skip “Employment Type”. Skip “Salary”. Skip “Offer Date”. Skip “Offer Accepted”.
Checking the box for “Add experience to profile?” is optional. If it is checked, this internship’s listing will be displayed on your profile and may be viewed by employers.
Under “Approvers” and then under “Site Supervisor”, provide the ACCURATE (double check!) email address for your Site Supervisor in the “Email Address” section. This is where the approval request will be sent.
Under “General”, there is a section titled “Internship Details.” Fill out every field marked with an asterisk (*). Some of these fields, such as dates and contact info, are repeats of prior fields.

![Internship Details section](image)

- **Semester to which internship credits should be registered**
- **Name of Company/Organization**
- **Name of MCAD Academic Advisor**
- **I have completed the Professional Practice course**
  - Yes
  - No
- **Major**
- **Minor (if applicable)**
  - Advertising
  - Art History
  - Creative Writing
  - Engaged and Public Arts
  - Teaching Artist
CONTINUED: Under “General”, there is a section titled “Internship Details.” Fill out every field marked with an asterisk (*). Some of these fields, such as dates and contact info, are repeats of prior fields.

* Start Date (internships may not be backdated- earliest start date possible is date of submission)

* End Date
CONTINUED: Under “General”, there is a section titled “Internship Details.” Fill out every field marked with an asterisk (*). Some of these fields, such as dates and contact info, are repeats of prior fields.
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- Address Line 1
- Address Line 2 (if applicable)
- City
- State
- Postal Code
- Country (if outside US)
CONTINUED: Under “General”, there is a section titled “Internship Details.” Fill out every field marked with an asterisk (*). Some of these fields, such as dates and contact info, are repeats of prior fields.

Be sure to include enough detail in the Student Responsibilities and Learning Objectives (~300 words) sections for your Academic Chair to understand why the internship should be worth academic credit. **Submissions lacking this info may not be approved!**
Click REQUEST EXPERIENCE at the bottom of the page.

* Student Responsibilities: Describe your internship tasks and responsibilities in bullet points/sentences on separate lines

* Student Learning Objectives: Provide a detailed description of how this experience contributes to your academic course of study and your personal learning goals. How will this internship help you reach your academic and career goals? What new skills do you hope to learn? How will this experience expand your knowledge of the industry and professional work environments?
Congratulations! You have requested your internship.

Career Development staff will review your submission to ensure the basic requirements are met and all the submitted information is accurate.

If all is in order, the approval process will be initiated. Your site supervisor will be sent an email by the Handshake system requesting their approval of the internship. Once that is given, your Academic Chair’s approval will be requested. Once both approvals have been received, Career Development will inform you that your internship has been approved via a message within Handshake. This message will include all the information you will need for the duration of your internship. After receiving this message, your internship will be registered with Records and will be viewable on myMCAD.