



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'



handshake Search jobs, employers, events Jobs Events Q&A Students Messages Career Center LH Lizzie







Welcome to Handshake, Lizzie.
View Profile →

Your tasks for today
Make your profile visible so employers can find you
Make Profile Public

Jobs Expiring Soon →

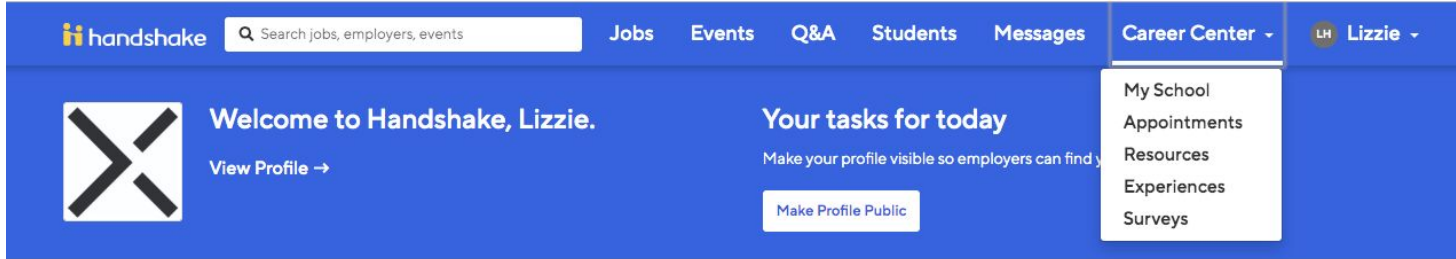
Application deadlines approaching in the next 2 weeks

 Education and Community Engagement Manager Minnesota Center for Book Arts Minneapolis, MN Full-Time Job Apply before 7/14	 Membership Fundraising Specialist (Part Time) Twin Cities PBS Saint Paul, MN Part-Time Job Apply before 7/22	 Junior Designer Make it Live (Remote) Austin, TX Part-Time Job Apply before 7/22	 Project Manager Hamilton County Job & Family Services Cincinnati, OH Full-Time Job Apply before 7/22
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[See More →](#)

[Part-Time Jobs →](#)

Click on “Career Center” in the top right corner.



The navigation bar is blue with the Handshake logo on the left. It contains a search bar, navigation links for Jobs, Events, Q&A, Students, Messages, and Career Center (which is highlighted with a white underline and a dropdown menu), and a user profile for Lizzie.

handshake Search jobs, employers, events Jobs Events Q&A Students Messages **Career Center** LH Lizzie

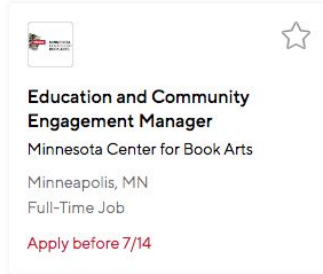
Welcome to Handshake, Lizzie.
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- My School
- Appointments
- Resources
- Experiences
- Surveys

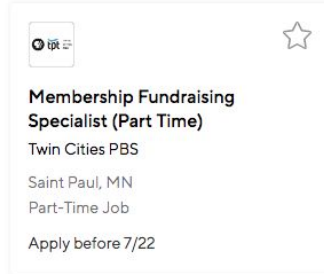
Jobs Expiring Soon →

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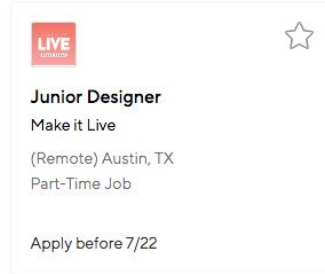
Job listing for Education and Community Engagement Manager at Minnesota Center for Book Arts. Location: Minneapolis, MN. Job type: Full-Time Job. Application deadline: Apply before 7/14.

Education and Community Engagement Manager
Minnesota Center for Book Arts
Minneapolis, MN
Full-Time Job
Apply before 7/14



Job listing for Membership Fundraising Specialist (Part Time) at Twin Cities PBS. Location: Saint Paul, MN. Job type: Part-Time Job. Application deadline: Apply before 7/22.

Membership Fundraising Specialist (Part Time)
Twin Cities PBS
Saint Paul, MN
Part-Time Job
Apply before 7/22



Job listing for Junior Designer at Live. Location: (Remote) Austin, TX. Job type: Part-Time Job. Application deadline: Apply before 7/22.

Junior Designer
Make it Live
(Remote) Austin, TX
Part-Time Job
Apply before 7/22

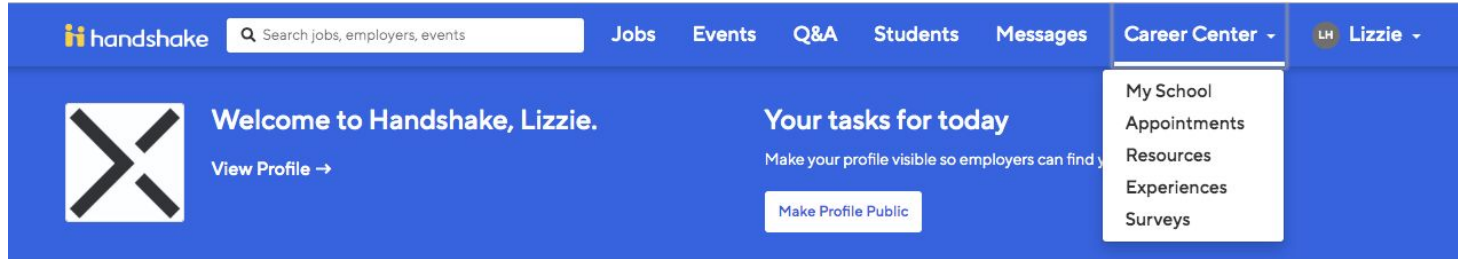


Job listing for Project Manager at Hamilton County Job & Family Services. Location: Cincinnati, OH. Job type: Full-Time Job. Application deadline: Apply before 7/22.

Project Manager
Hamilton County Job & Family Services
Cincinnati, OH
Full-Time Job
Apply before 7/22

[See More →](#)

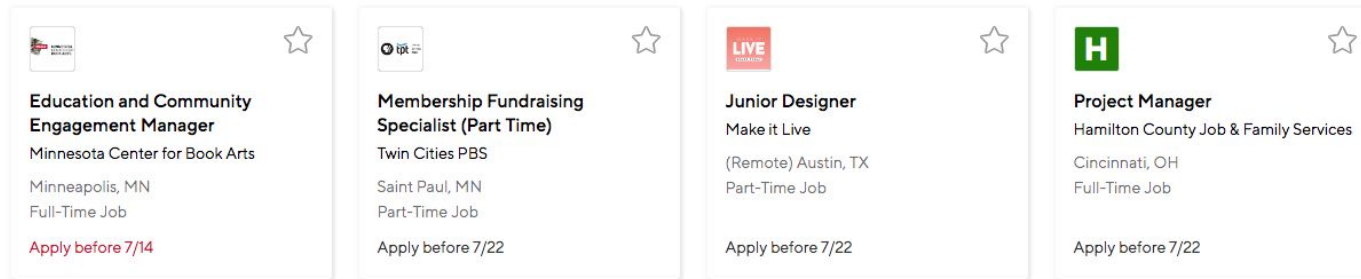
Select “Experiences” in the drop down menu that appears.



The image shows the top navigation bar of the Handshake website. The bar is blue and contains the Handshake logo, a search bar, and navigation links for Jobs, Events, Q&A, Students, Messages, Career Center, and a user profile for Lizzie. The 'Career Center' dropdown menu is open, showing options: My School, Appointments, Resources, Experiences, and Surveys. Below the navigation bar, there is a 'Welcome to Handshake, Lizzie.' section with a 'View Profile' link and a 'Your tasks for today' section with a 'Make Profile Public' button.

Jobs Expiring Soon →

Application deadlines approaching in the next 2 weeks



The image shows four job listings in a grid. Each listing includes a logo, a star icon, the job title, employer name, location, job type, and an application deadline.

Job Title	Employer	Location	Job Type	Application Deadline
Education and Community Engagement Manager	Minnesota Center for Book Arts	Minneapolis, MN	Full-Time Job	Apply before 7/14
Membership Fundraising Specialist (Part Time)	Twin Cities PBS	Saint Paul, MN	Part-Time Job	Apply before 7/22
Junior Designer	Make it Live	(Remote) Austin, TX	Part-Time Job	Apply before 7/22
Project Manager	Hamilton County Job & Family Services	Cincinnati, OH	Full-Time Job	Apply before 7/22

[See More →](#)

On the top right of your screen is “Experiences” and “Request an Experience”. Click on “Request an Experience”.

The screenshot shows the top navigation bar of the Handshake website. The navigation bar is blue and contains the Handshake logo, a search bar with the text "Search jobs, employers, events", and several menu items: "Jobs", "Events", "Q&A", "Students", "Messages", "Career Center", and a user profile for "Lizzie". Below the navigation bar, the page title is "Request an Experience". There are two tabs: "Experiences" and "Request an Experience", with the latter being the active tab. The main content area is titled "Details" and contains two dropdown menus: "Experience Type" with the placeholder text "Select an experience type" and "Term" with the placeholder text "Select a term". Below the "Details" section is the "Employer" section, which contains several input fields: "Employer" (a dropdown menu with the placeholder "Select an employer" and a note "If you do not see your employer please type your own"), "Location" (a text input field with the placeholder "Enter the location of the employer..."), "Industry" (a dropdown menu with the placeholder "Select an industry"), "Employer Phone Number" (a text input field), and "Employer Email Address" (a text input field).

handshake Search jobs, employers, events Jobs Events Q&A Students Messages Career Center Lizzie

Request an Experience Experiences Request an Experience

Details

Experience Type
Select an experience type

Term
Select a term

Employer

Employer
Select an employer
If you do not see your employer please type your own

Location
Enter the location of the employer...

Industry
Select an industry

Employer Phone Number

Employer Email Address

For “Experience Type”, select your major from the dropdown menu. Majors are included in the parentheses following the department names.

Request an Experience

[Experiences](#)[Request an Experience](#)

Details

... Experience Type

Select an experience type

Design Internship (Comic Art/Graphic Design/Illustration)

Entrepreneurial Studies Internship

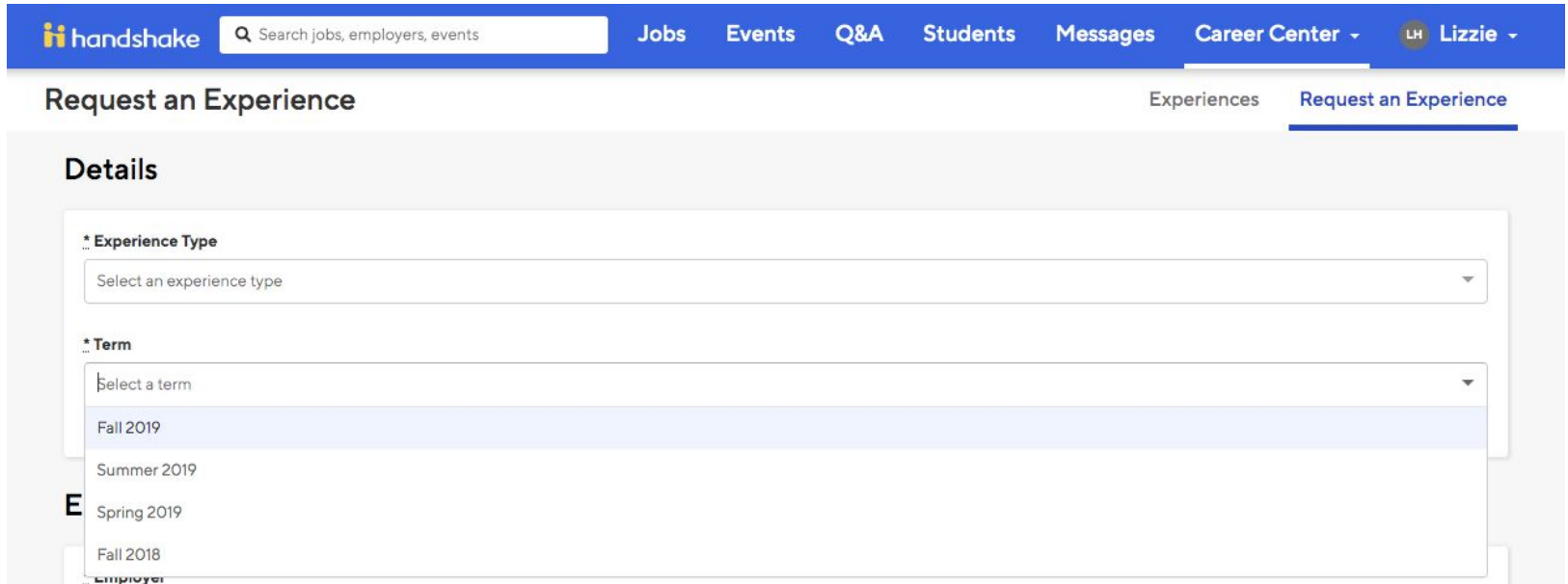
Fine Arts Internship (Drawing and Painting/Fine Arts Studio/Furniture Design/Print Paper Book/Sculpture)

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.)



The screenshot shows the Handshake interface for requesting an experience. The top navigation bar includes the Handshake logo, a search bar, and links for Jobs, Events, Q&A, Students, Messages, Career Center, and a user profile for Lizzie. The main heading is "Request an Experience", with sub-links for "Experiences" and "Request an Experience". The "Details" section contains a form with the following fields:

- * Experience Type**: A dropdown menu with the placeholder text "Select an experience type".
- * Term**: A dropdown menu with the placeholder text "Select a term". The menu is open, showing the following options: "Fall 2019" (highlighted), "Summer 2019", "Spring 2019", and "Fall 2018".
- Employer**: A partially visible field at the bottom of the form.

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”.

Employer

*** Employer**

Select an employer

If you do not see your employer please type your own

Location

Enter the location of the employer...

Industry

Select an industry

Employer Phone Number

Employer Email Address

Under “Job” fill in your job title during the internship. If you do not have a specific job title, write “Intern”. Skip “Department”.

Job

⌵ Job

Select a job

If you do not see your job please type your own

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”.


Date

yyyy-mm-dd  > yyyy-mm-dd 

Job Type

Select a job type 

Employment Type

Select an employment type 

Salary

\$

Offer Date

2019-07-10 

Offer Accepted

- yes
- no
- undecided

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.

\$

Offer Date

2019-07-10



Offer Accepted

- yes
- no
- undecided

Add experience to profile?

Under “Approvers” and then under “Site Supervisor”, provide the ACCURATE (double check!) email address for you Site Supervisor in the “Email Address” section. This is where the approval request will be sent.

Approvers

Site Supervisor

* Email Address

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.

General

Internship Details

* 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.

Rate of Pay/Stipend (if applicable)

* Estimated Hours (40 hours per credit requested)

* Credits Requested

* Site Supervisor First Name

* Site Supervisor Last Name

* Site Supervisor Email

* Phone Number

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.

* 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!

* 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?

Request Experience

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?

Request Experience

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.