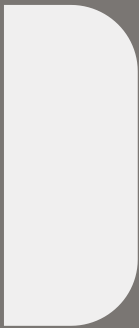


MINNEAPOLIS  
COLLEGE of ART and DESIGN

# HANDSHAKE VISUAL GUIDE: HOW TO REGISTER AN INTERNSHIP

CAREER DEVELOPMENT

M  
CAD



# CAREER DEVELOPMENT STAFF

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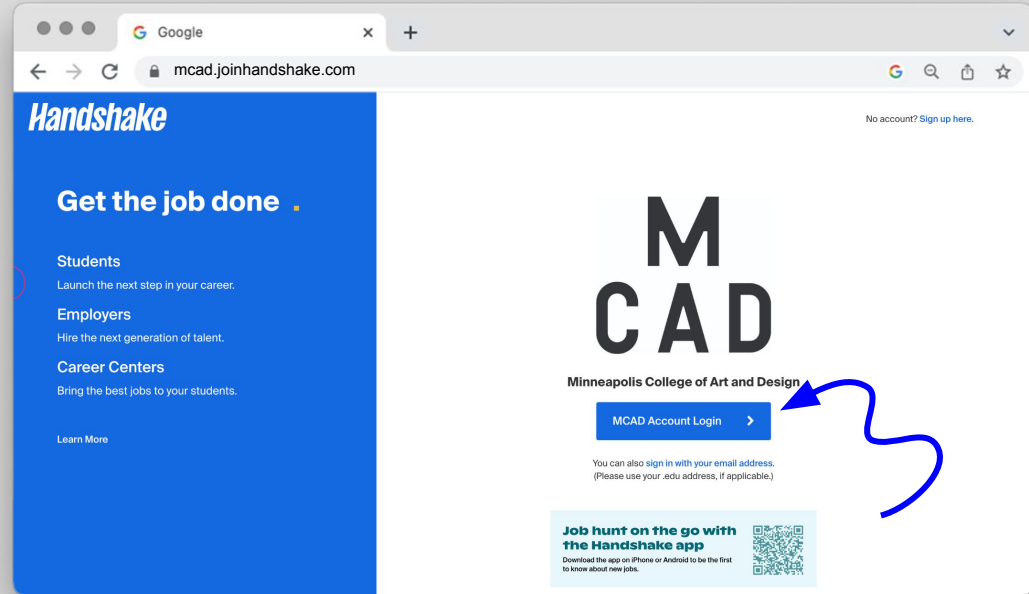
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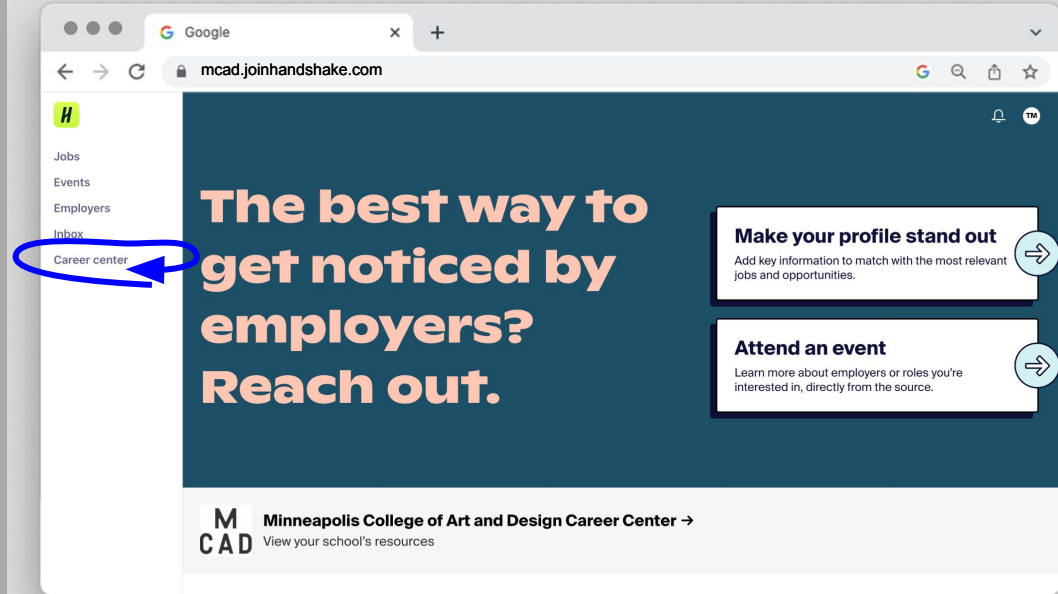
612.874.3721

- + Log in at [mcad.joinhandshake.com](https://mcad.joinhandshake.com) with your MCAD credentials by clicking the blue button that says **MCAD ACCOUNT LOGIN**

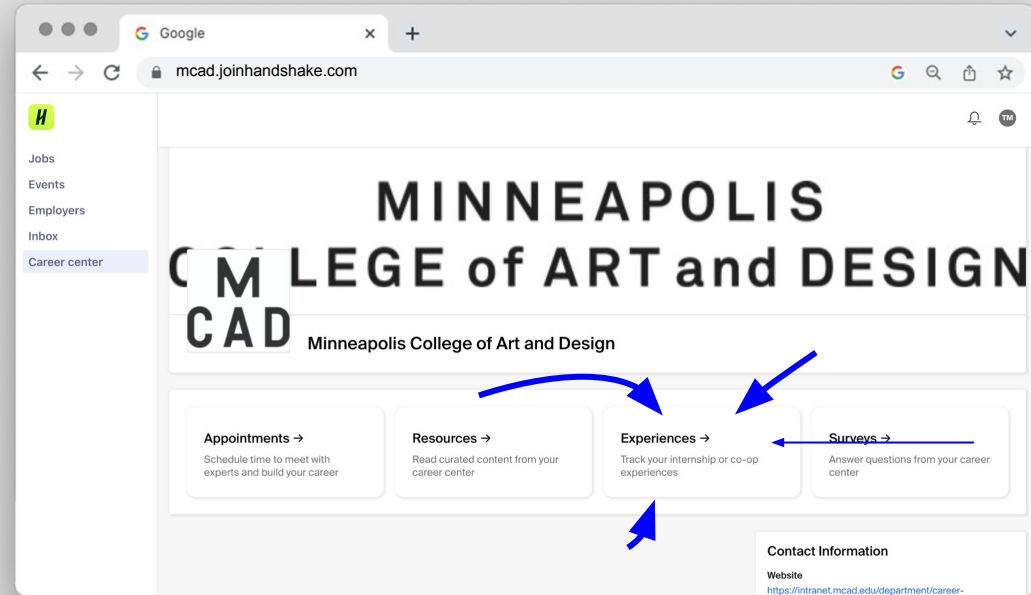


## HANDSHAKE VISUAL GUIDE

- + Once logged in, click on **CAREER CENTER** on the left side of the page

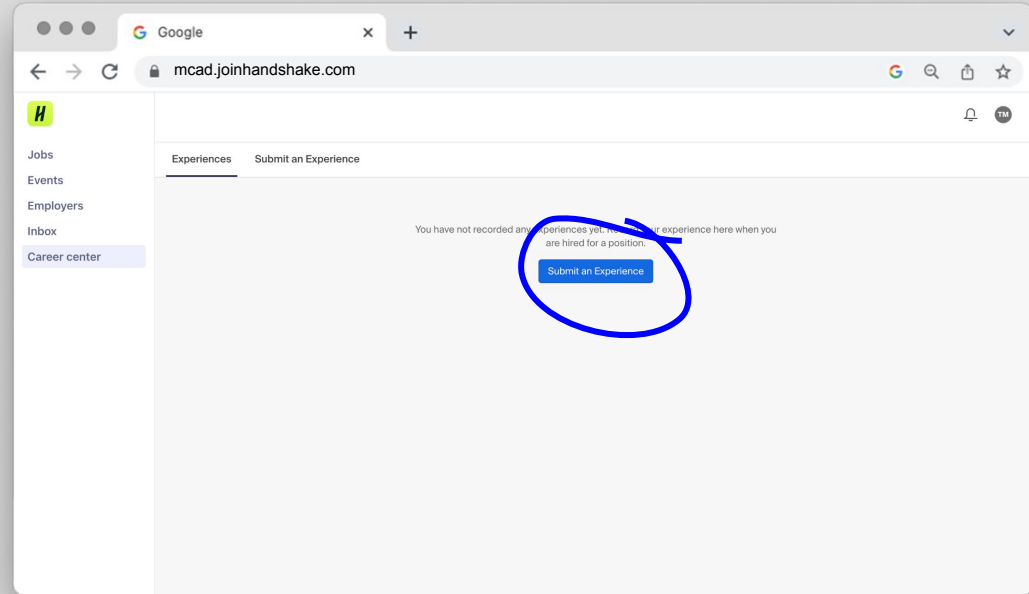


- + In the Career Center, click on **EXPERIENCES**



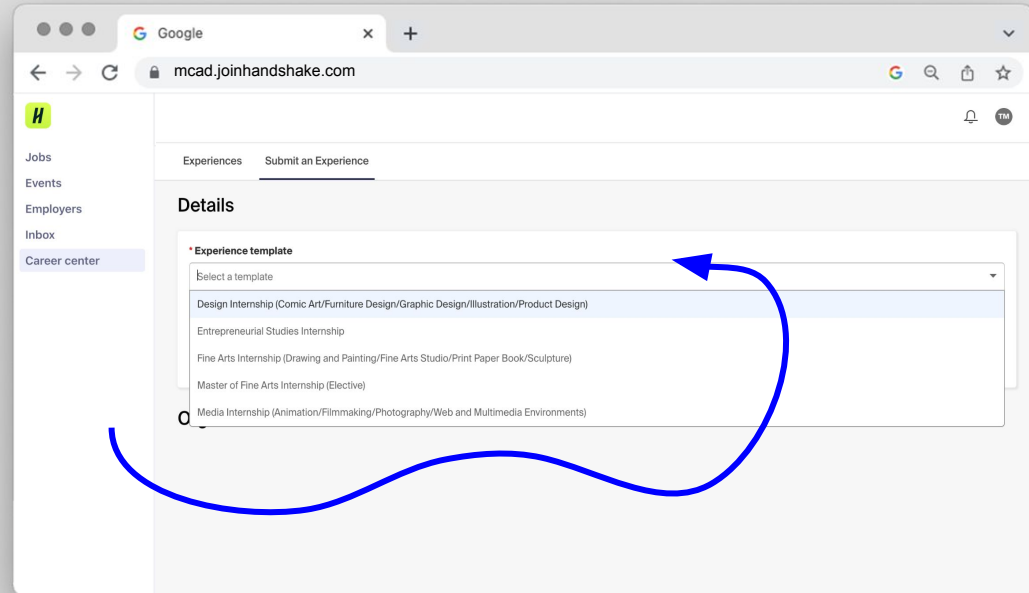
## HANDSHAKE VISUAL GUIDE

- + On the Experiences Page, click the blue **SUBMIT AN EXPERIENCE** button



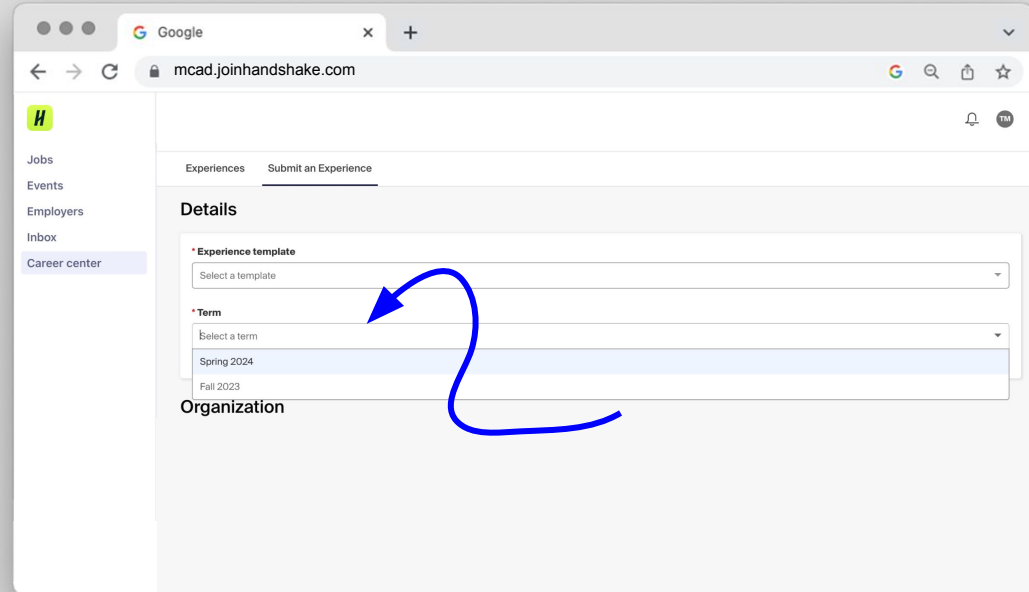
## HANDSHAKE VISUAL GUIDE

- + For the **EXPERIENCE TEMPLATE**, select your major from the dropdown menu
- + Majors are included in the parentheses following department names



## HANDSHAKE VISUAL GUIDE

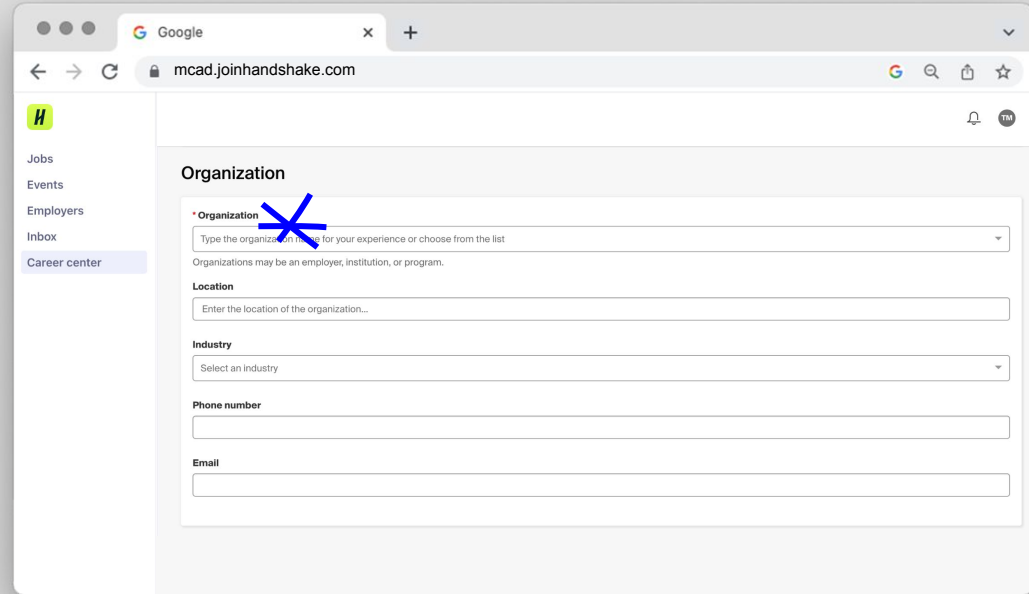
- + For the **TERM**, select the semester that you are requesting credits for
- + At least a few days of the internship must occur within the dates of the semester to which you wish to apply the credits
  - + **EXCEPTION:** Internships done over the summer may request Fall credit even if completed entirely during the summer months without an overlap into the dates of the following Fall semester





## HANDSHAKE VISUAL GUIDE

- + Under **ORGANIZATION**, search for your internship organization's name. It may not autofill if it is the first time an internship will be conducted there. In this case, please type in all details.
- + This is the only required field in this section. The following fields are optional and may auto-fill if the site is already in Handshake:
  - **LOCATION**
  - **INDUSTRY**
  - **PHONE NUMBER**
  - **EMAIL ADDRESS**



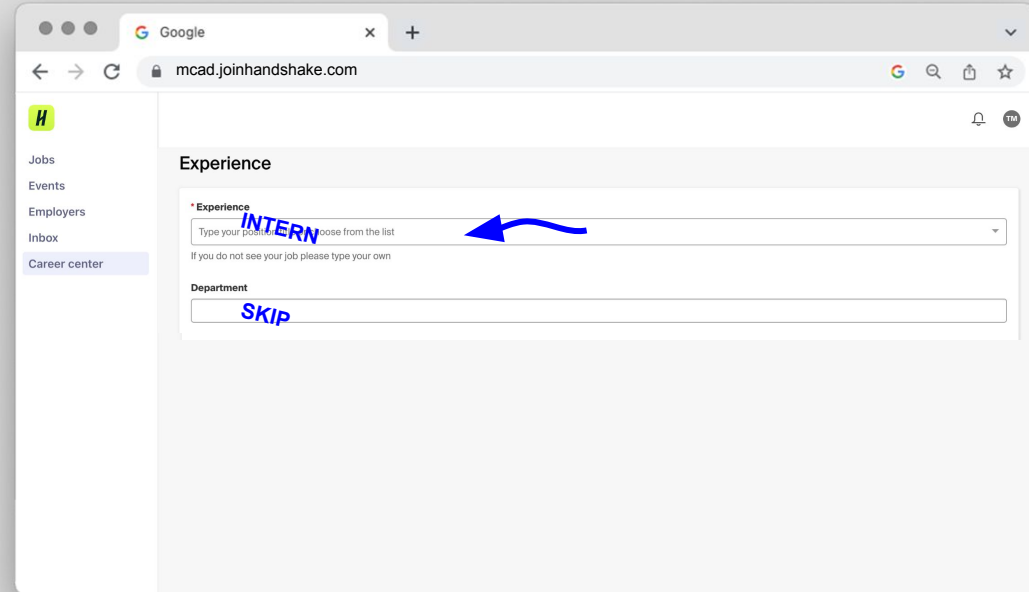
The screenshot shows a web browser window with the URL `mcad.joinhandshake.com`. The page displays a form titled "Organization" with the following fields:

- Organization**: A required field (indicated by an asterisk) with a blue 'X' over it. The placeholder text reads "Type the organization name for your experience or choose from the list". Below the input field, it states "Organizations may be an employer, institution, or program."
- Location**: A text input field with the placeholder "Enter the location of the organization..."
- Industry**: A dropdown menu with the placeholder "Select an industry"
- Phone number**: A text input field
- Email**: A text input field

The left sidebar of the application shows navigation options: Jobs, Events, Employers, Inbox, and Career center (which is currently selected).

## HANDSHAKE VISUAL GUIDE

- + Under **EXPERIENCE**, fill in your job title during the internship
- + If you do not have a specific job title, write **INTERN**
- + **SKIP DEPARTMENT**



The screenshot shows a web browser window with the URL `mcad.joinhandshake.com`. The page displays a form for entering experience and department information. The "Experience" field is a dropdown menu with the word "INTERN" selected and highlighted in blue. A blue arrow points to this field. Below it, the "Department" field is a text input with the word "SKIP" entered and highlighted in blue. The left sidebar contains navigation links: "Jobs", "Events", "Employers", "Inbox", and "Career center".

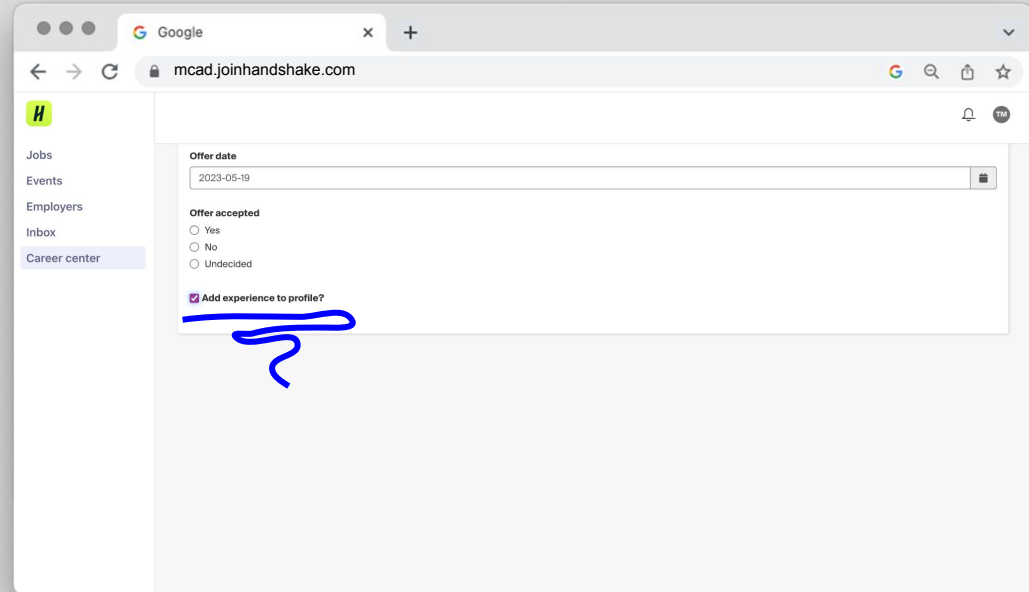
## HANDSHAKE VISUAL GUIDE

- + 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 **EXPERIENCE TYPE**, you *must* select **INTERNSHIP**
- + **OPTIONAL:**
  - *Employment Type*
  - *Salary (if paid, please list pay rate)*
  - *Offer Date*
  - *Offer Accepted*

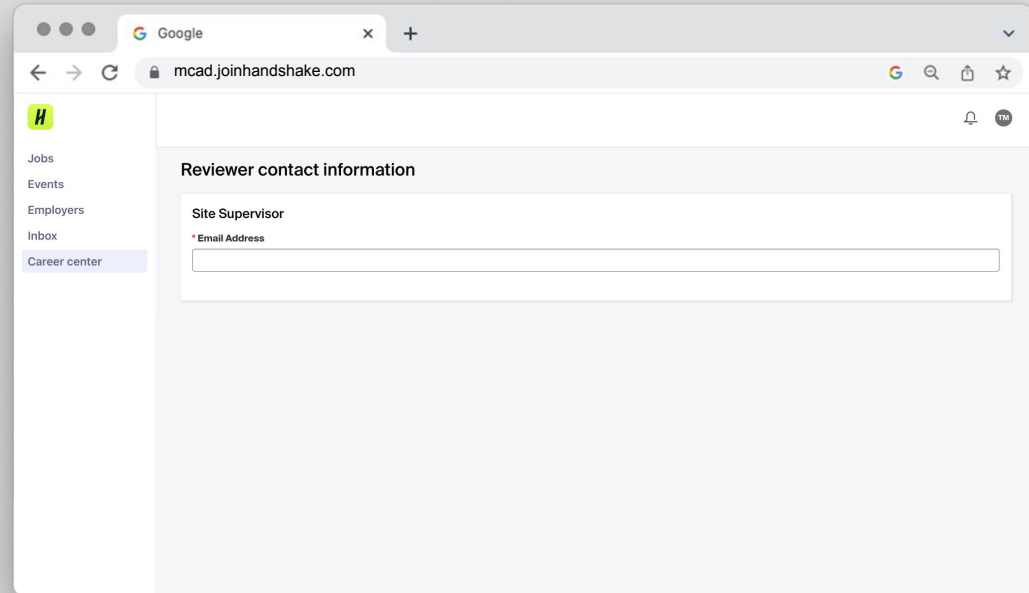
The screenshot shows a web browser window at mcad.joinhandshake.com. The form contains the following fields:

- Date:** Two date input fields with calendar icons, both containing the placeholder text 'yyyy-mm-dd'. Two blue arrows point from the right date field to the left date field, indicating the start and end dates.
- Experience type:** A dropdown menu with the text 'Select an experience type'. The word 'INTERNSHIP' is written in blue, slanted text over the dropdown.
- Employment type:** A dropdown menu with the text 'Select an employment type'.
- Salary:** A text input field with a '\$' symbol on the left.
- Offer date:** A date input field with the placeholder text 'yyyy-mm-dd' and a calendar icon.
- Offer accepted:** Three radio button options: 'Yes', 'No', and '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

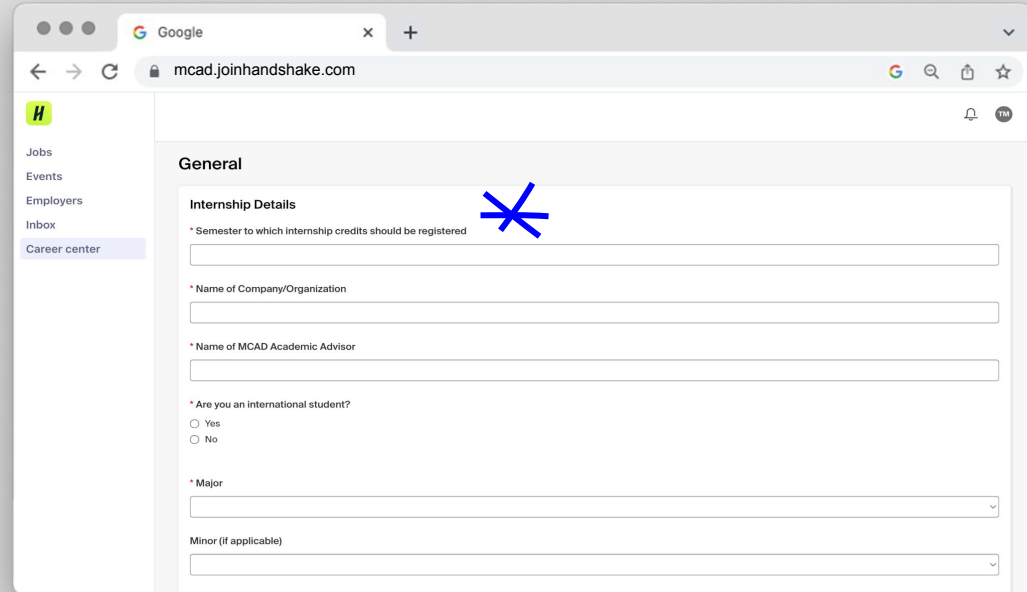


- + Under **REVIEWER CONTACT INFORMATION**, and then under **SITE SUPERVISOR**, provide the *accurate* email address for your Site Supervisor (your boss for the duration of the internship) in the **EMAIL ADDRESS** field.
- + This is where the approval request will be sent.



## HANDSHAKE VISUAL GUIDE

- + 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



The screenshot shows a web browser window with the URL `mcad.joinhandshake.com`. The page is titled "General" and contains a section for "Internship Details". The form fields are as follows:

- \* Semester to which Internship credits should be registered (marked with a blue asterisk)
- \* Name of Company/Organization
- \* Name of MCAD Academic Advisor
- \* Are you an international student?
  - Yes
  - No
- \* Major
- Minor (if applicable)

## HANDSHAKE VISUAL GUIDE

- + **CONTINUED:** Under **GENERAL**, there is a section titled **INTERNSHIP DETAILS**
- + Fill out every field marked with an asterisk\*
- + Under **CREDITS REQUESTED:** ensure you have space in your class schedule for the number of credits you are requesting (18 credits maximum per semester)
  - + **Ex.** in order to register a 3 credit internship, you could only have 15 other class credits registered to the related semester

The screenshot shows a web browser window with the URL [mcad.joinhandshake.com](https://mcad.joinhandshake.com). The page displays a form for an internship application. On the left, there is a navigation menu with a green 'H' logo and the following items: Jobs, Events, Employers, Inbox, and Career center (highlighted). The main form area contains several fields with asterisks indicating required information:

- \* Start Date (internships may not be backdated- earliest start date possible is date of submission)
- \* End Date (if unsure, estimate. This can be changed later if necessary)
- \* Will this internship be conducted remotely? (if any work is conducted on-site, it is not considered remote)
  - Yes
  - No
- Rate of Pay/Stipend (if applicable)
- \* Estimated Hours (40 hours per credit requested)
- \* Credits Requested (6 credit maximum) - This field is circled in blue in the image.

- + **CONTINUED:** Under **GENERAL**, there is a section titled **INTERNSHIP DETAILS**
- + Fill out every field marked with an asterisk\*

The screenshot shows a web browser window with the URL `mcad.joinhandshake.com`. The page features a navigation menu on the left with options: Jobs, Events, Employers, Inbox, and Career center (highlighted). The main content area is a form titled "Internship Details" with the following fields:

- \* Site Supervisor First Name
- \* Site Supervisor Last Name
- \* In alignment with internship site eligibility requirements, the site supervisor must be an expert in the subject of the internship. Example: An intern who will be performing animation-related duties must report to a site supervisor who is an expert in animation. What is your site supervisor's job title and area of expertise?
- \* Site Supervisor Email
- \* Phone Number
- \* Address Line 1
- Address Line 2 (if applicable)
- \* City
- \* State
- \* Postal Code
- Country (if outside US)



## HANDSHAKE VISUAL GUIDE

- + Be sure to include enough detail (~300 words) in these sections sections for your Academic Chair to review
  - + **STUDENT RESPONSIBILITIES:** tasks you will actually be responsible for performing
  - + **LEARNING OBJECTIVES:** why performing the tasks above is in alignment with your educational and career goals and should be worth academic credit
- + Submissions lacking this info may not be approved
- + Click the green **REQUEST EXPERIENCE** button at the bottom of the page.

The screenshot shows a web browser window with the URL mcad.joinhandshake.com. The page has a sidebar on the left with a green 'H' logo and navigation links: Jobs, Events, Employers, Inbox, and Career center. The main content area contains two text input fields. The first field is labeled with a red asterisk and the text: '\* Student Responsibilities: Describe your internship tasks and responsibilities in bullet points/sentences on separate lines'. A blue oval highlights this label. The second field is also labeled with a red asterisk and the text: '\* The learning outcomes for this internship may include: ● Communication skills, such as written work and/or oral presentations. ● Time management and organizational skills such as prioritization, analysis of job tasks, and adhering to established deadlines. ● Professional practices specific to your chosen field and/or current practice. ● Collaboration within a professional setting, such as implementing feedback and understanding of roles. Please list any additional learning outcomes that are specific to your internship and how you and the employer intend to develop these skills: Example- "By working alongside skilled professionals in the animation industry, I will further develop my skills in 3D animation, especially with regard to the 3DS Max program."' A blue wavy line highlights this text. At the bottom right of the form, there is a green button labeled 'Submit an experience', which is circled in blue. A small asterisk at the bottom left indicates a required field.

## **CONGRATULATIONS! YOU HAVE REQUESTED YOUR INTERNSHIP.**

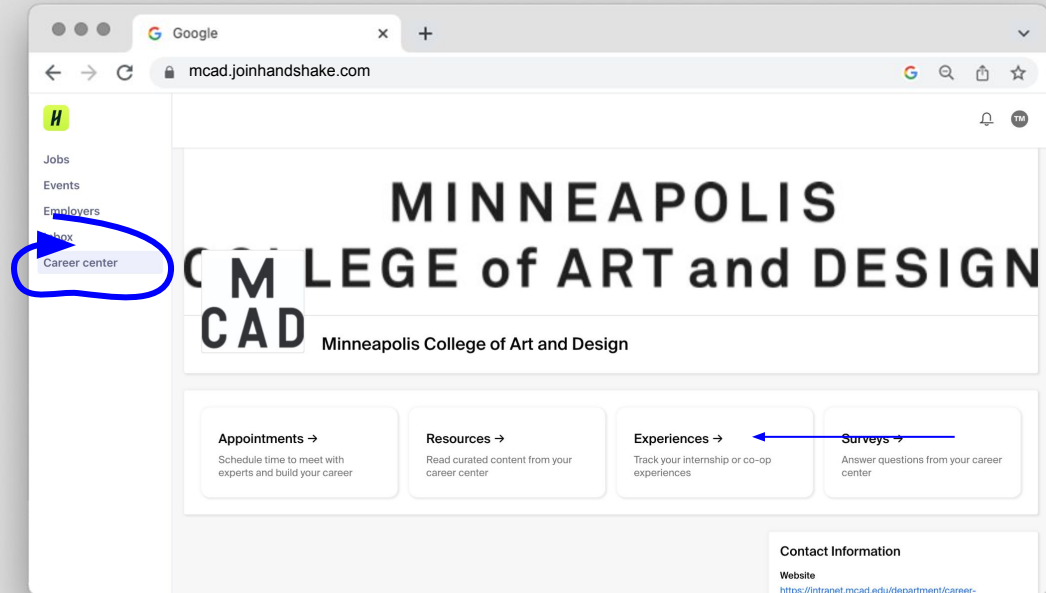
Career Development staff will review your submission for completion and accuracy. If everything is in order, you will receive an email from Career Development notifying you that the approval process has been initiated.

Your Site Supervisor (your boss for the duration of the internship) will then receive an email sent by the Handshake system requesting their approval of the internship. Once their approval is submitted, your Academic Chair's approval will be requested.

Once your internship is fully approved, you will be sent two emails: the first will inform you of the internship's approval and the second includes the link to self-enroll in the required online internship orientation (conducted via Canvas). This orientation takes between 15 and 60 minutes to complete, but counts as one hour towards your total hour requirement. It must be completed prior to tracking any internship hours.

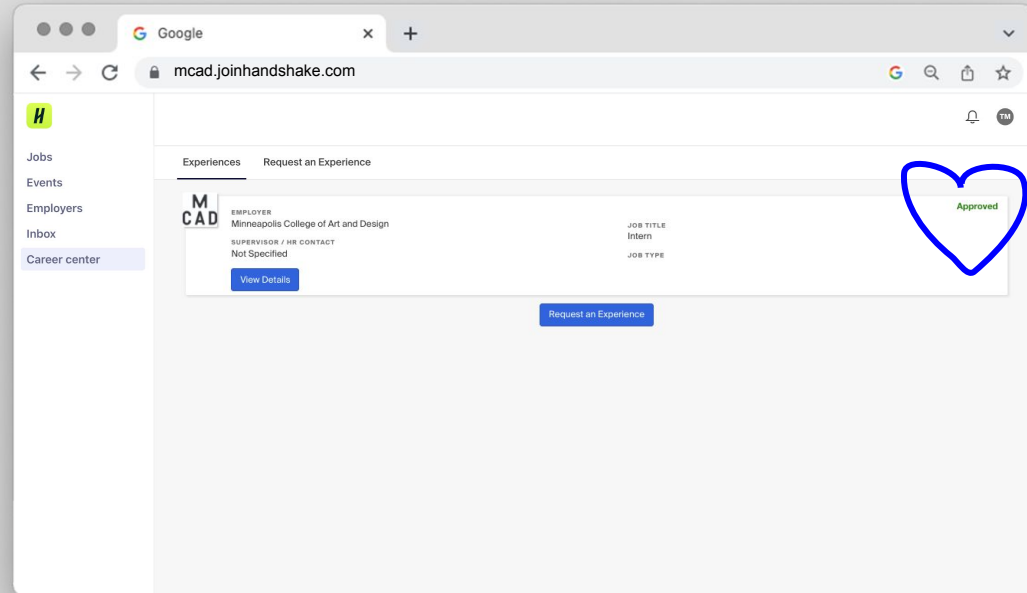
## HANDSHAKE VISUAL GUIDE

- + Once submitted, you can view your internship submission and approval status by clicking on the **CAREER CENTER** button on the left side of the Handshake welcome page
- + In the Career Center, click on **EXPERIENCES**



## HANDSHAKE VISUAL GUIDE

- + Under the **EXPERIENCES** tab, it will now show your requested internship
- + The *approval status* can be found in the top right corner of the requested internship
- + Click on the **VIEW DETAILS** button on this page to see more information about your internship at any time



# ADDITIONAL RESOURCES



## HANDSHAKE HAS SEVERAL DOWNLOADABLE GUIDES AND HANDOUTS

- + Internship Information
- + Internship Registration
- + The Resume
- + Professional Correspondence
- + Job Search Strategies
- + Interviewing
- + Freelancing
- + Major Skills

# QUESTIONS?

Email: [careers@mcad.edu](mailto:careers@mcad.edu)