HANDSHAKE VISUAL GUIDE: HOW TO REGISTER AN INTERNSHIP

CAREER DEVELOPMENT
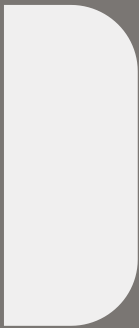
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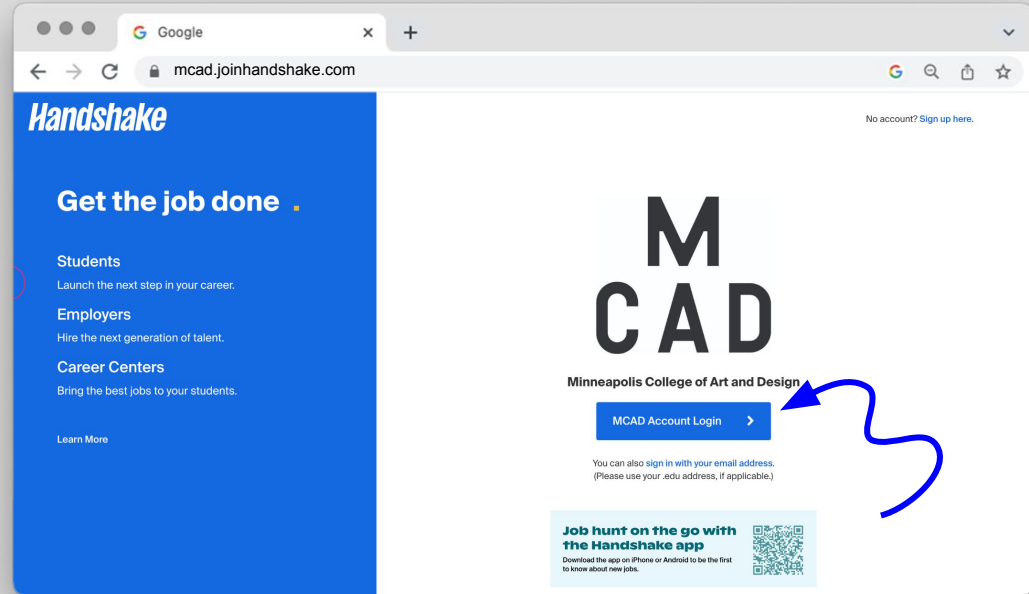swencl@mcad.edu
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TAUBY MINTZ
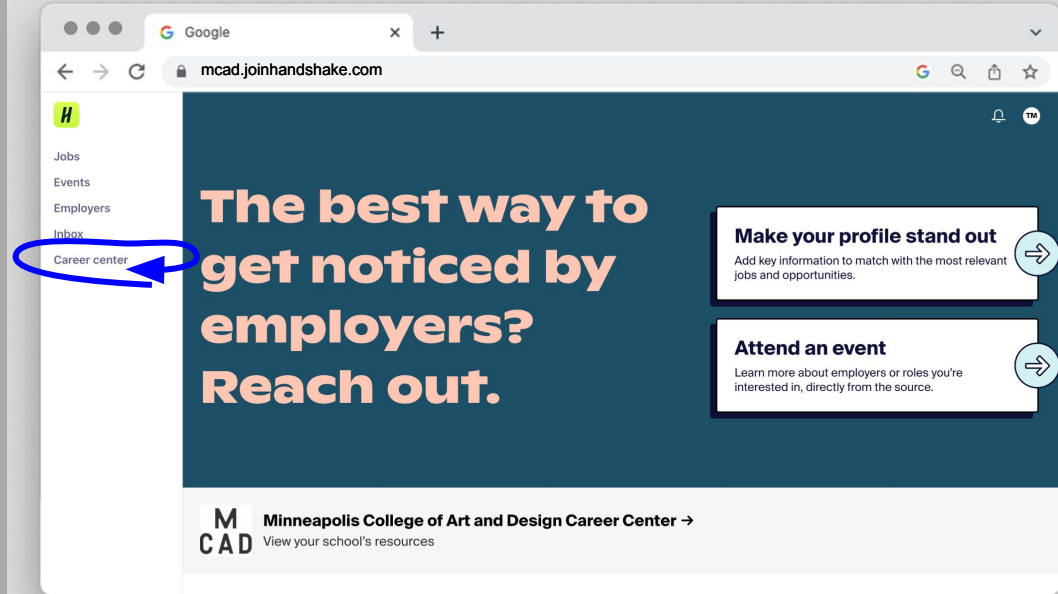Career Development Coordinator
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Log in at **mcad.joinhandshake.com** with your MCAD credentials by clicking the blue button that says **MCAD ACCOUNT LOGIN**

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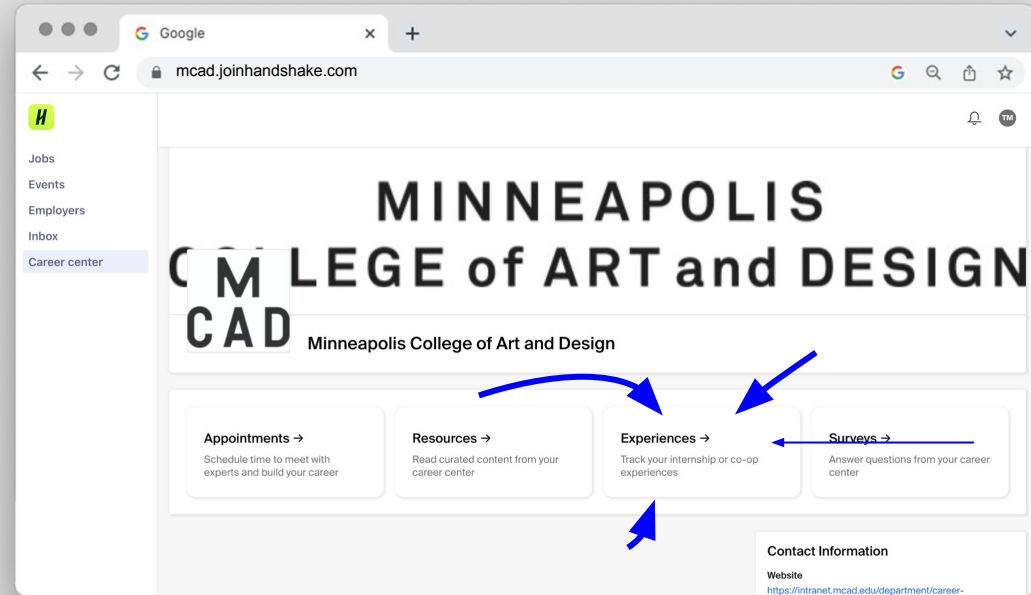+ Once logged in, click on **CAREER CENTER** on the left side of the page

Jobs
Events
Employers
Inbox
Career center

The best way to get noticed by employers? Reach out.

Make your profile stand out
Add key information to match with the most relevant jobs and opportunities.

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

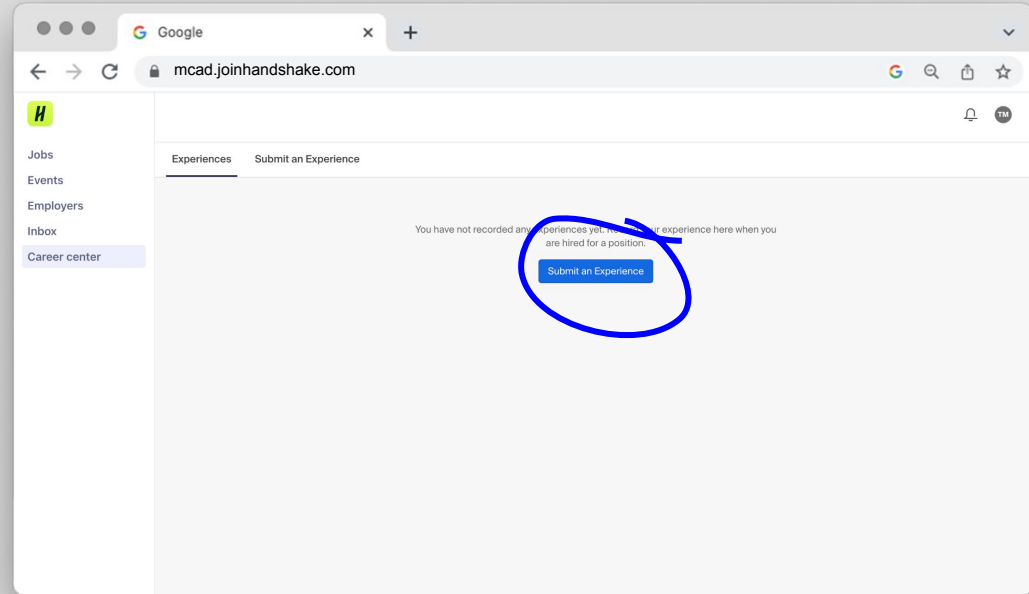**Minneapolis College of Art and Design Career Center →**
View your school's resources

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+ In the Career Center, click on
EXPERIENCES

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

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+ For the **EXPERIENCE TEMPLATE**, select your major from the dropdown menu

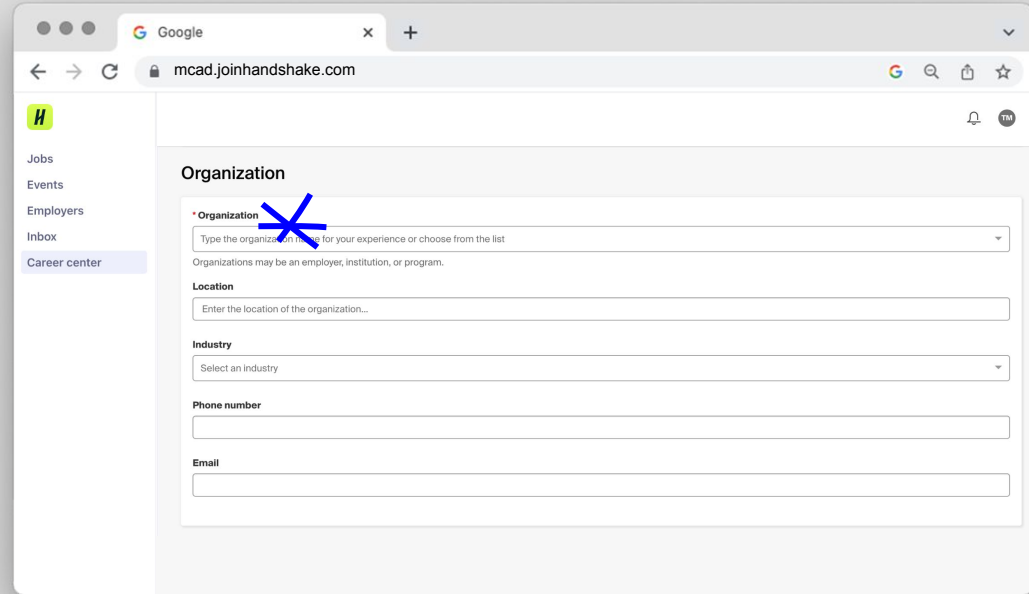**+** Majors are included in the parentheses following department names

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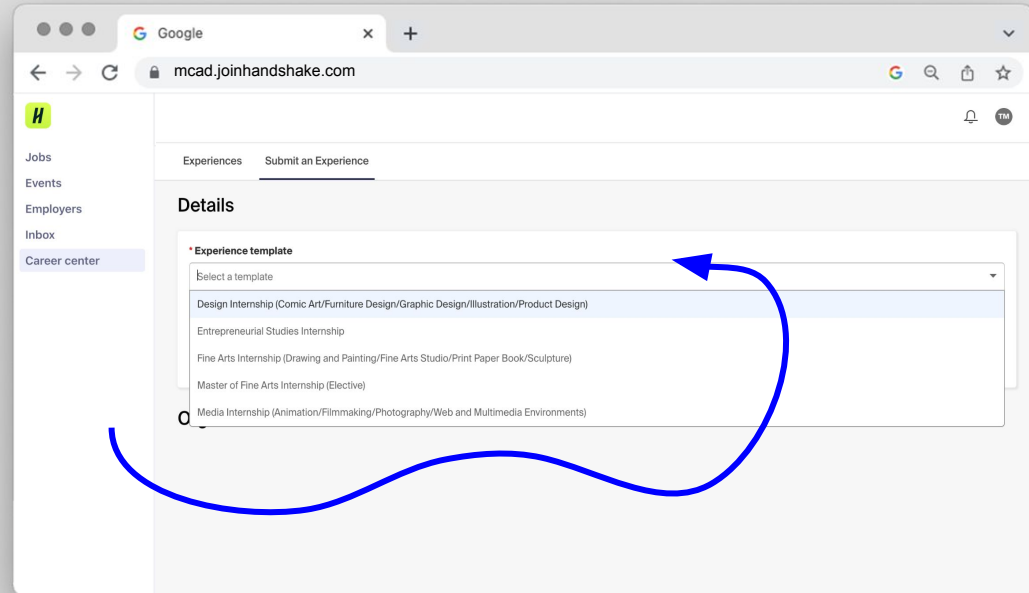
+ For the **TERM**, select the semester that you are requesting credits for

+ 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
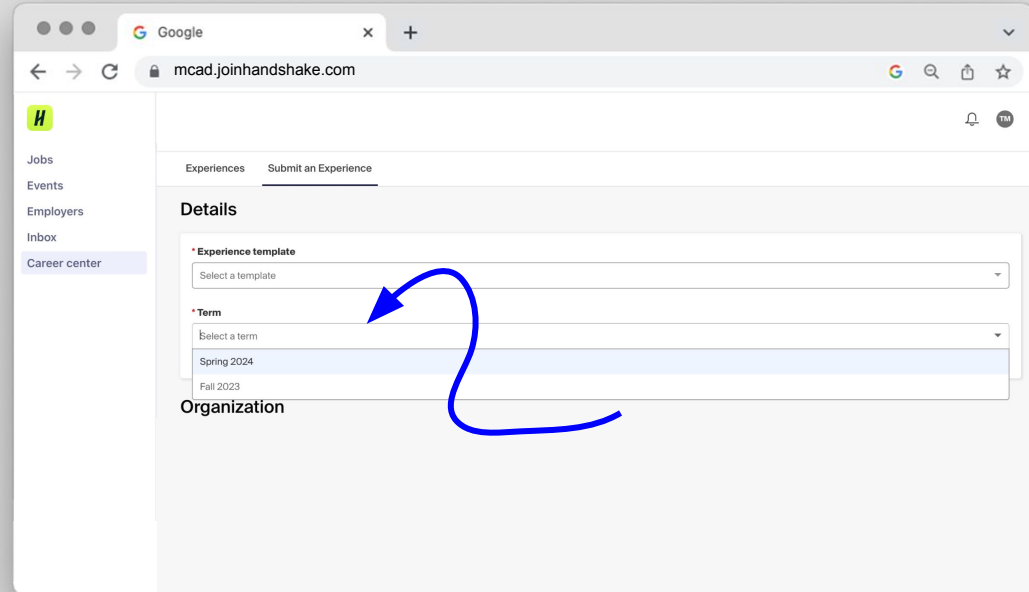
+ Under **ORGANIZATION**, search for your internship organization's name. It may not autofill if it is the first time an internship will be conducted there. In this case, please type in all details.

+ 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*
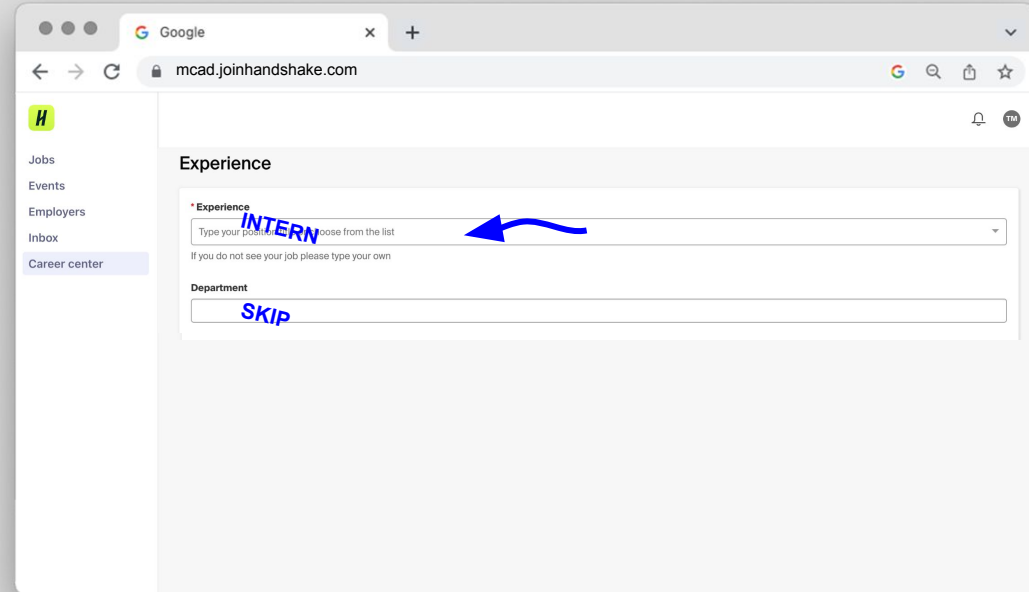   – *INDUSTRY*
   – *PHONE NUMBER*
   – *EMAIL ADDRESS*

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+ Under **EXPERIENCE**, fill in your job title during the internship

+ If you do not have a specific job title, write **INTERN**

+ *SKIP DEPARTMENT*

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+ 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*

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+ Checking the box for **ADD EXPERIENCE TO PROFILE?** is *optional*

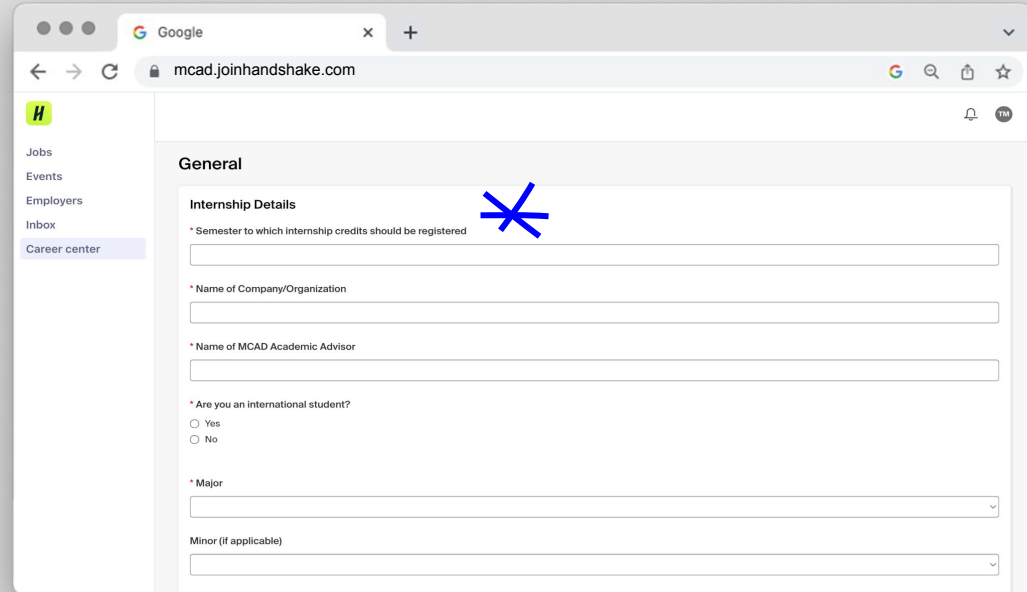+ If it is checked, this internship's listing will be displayed on your profile and may be viewed by employers

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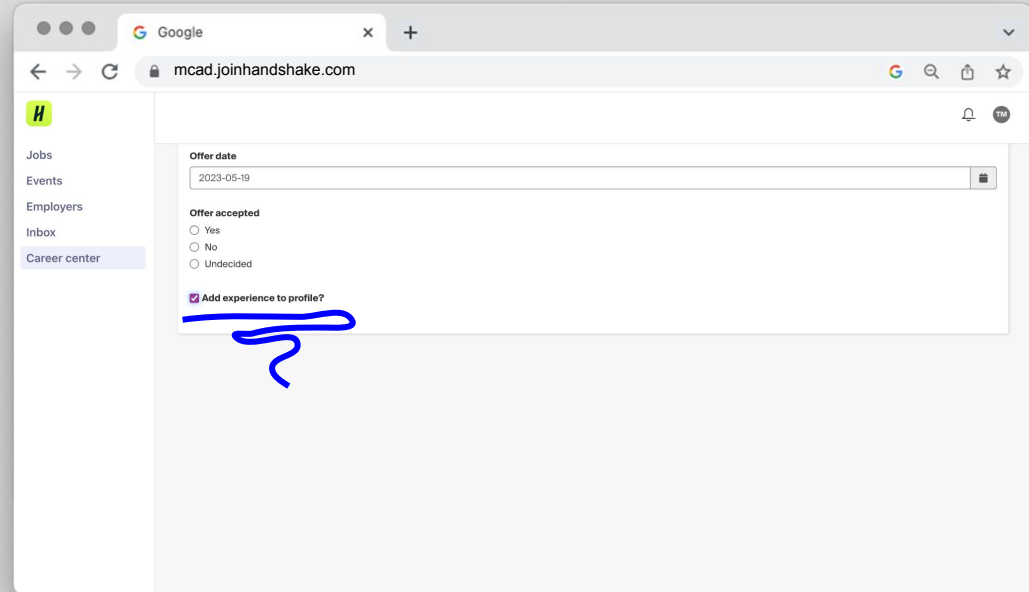
Under **REVIEWER CONTACT INFORMATION**, and then under **SITE SUPERVISOR**, provide the *accurate* email address for your Site Supervisor (your boss for the duration of the internship) in the **EMAIL ADDRESS** field.

This is where the approval request will be sent.
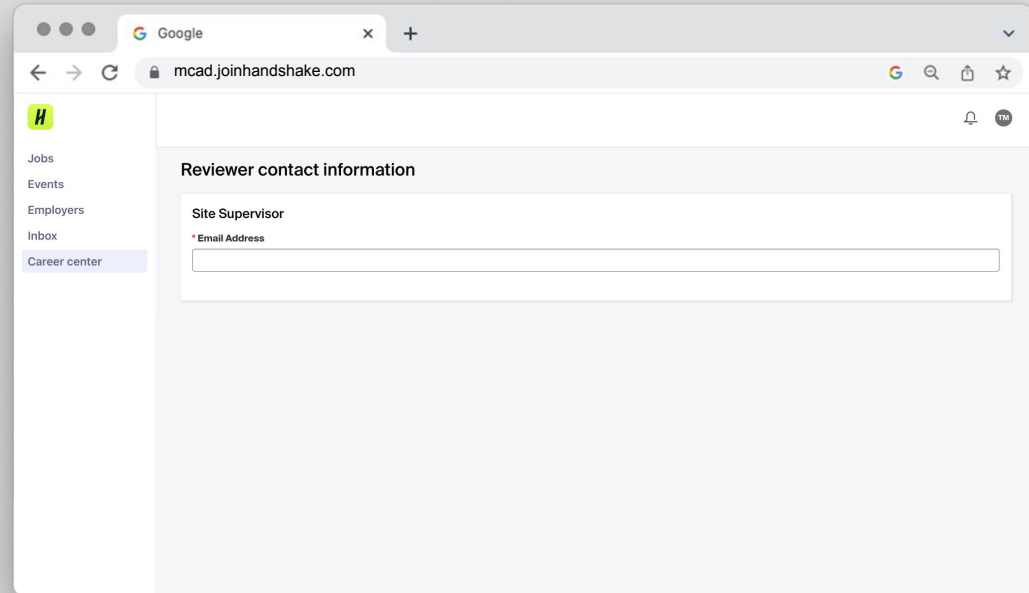
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+ Under **GENERAL**, there is a section titled **INTERNSHIP DETAILS**

+ 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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General

Internship Details

* Semester to which internship credits should be registered

* Name of Company/Organization

* Name of MCAD Academic Advisor

* Are you an international student?
  ○ Yes
  ○ No

* Major

Minor (if applicable)

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+ **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

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CONTINUED: Under **GENERAL**, there is a section titled **INTERNSHIP DETAILS**

Fill out every field marked with an asterisk*

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+ 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.

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**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.

+ 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**

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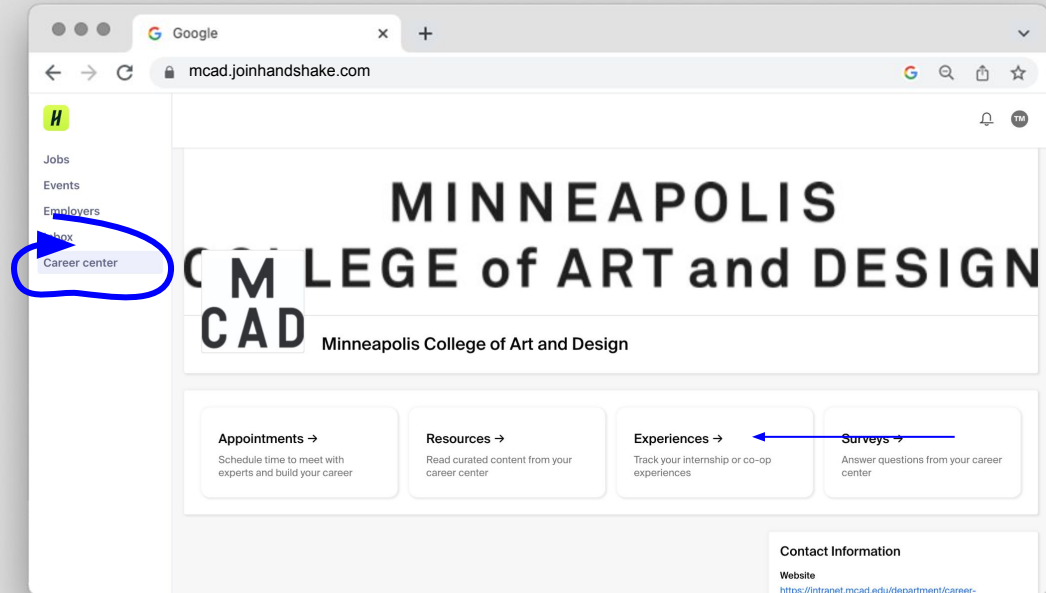
+ Under the **EXPERIENCES** tab, it will now show your requested internship

+ 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

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ADDITIONAL RESMOURCES

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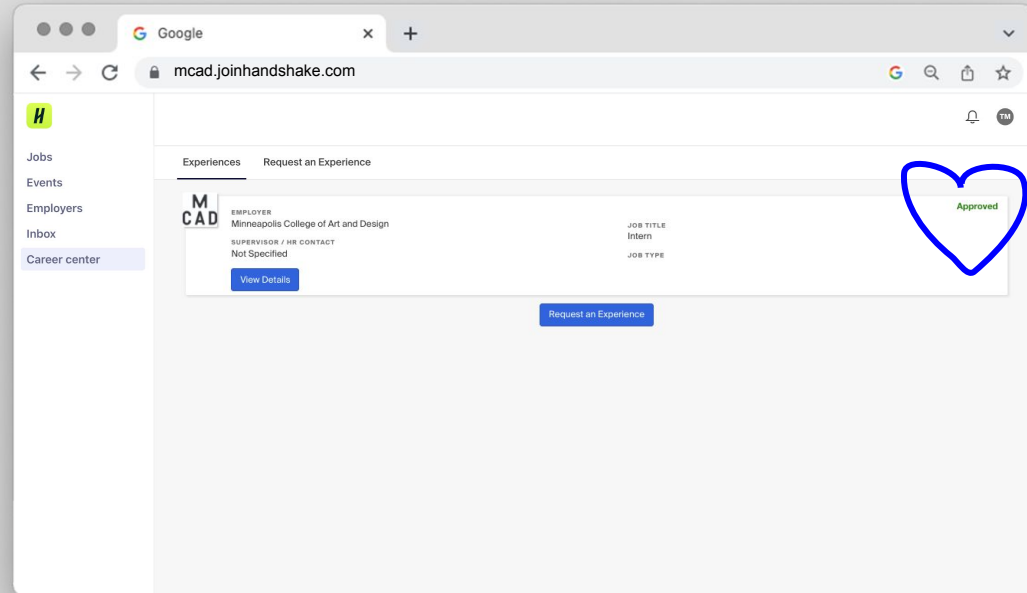
HANDSHAKE HAS SEVERAL DOWNLOADABLE GUIDES AND HANDOUTS

+ Internship Information

+ Internship Registration

+ The Resume

+ Professional Correspondence

+ Job Search Strategies

+ Interviewing

+ Freelancing

+ Major Skills

QUESTIONS?

Email: careers@mcad.edu