

## Quick Guide: Registering an Internship in Handshake

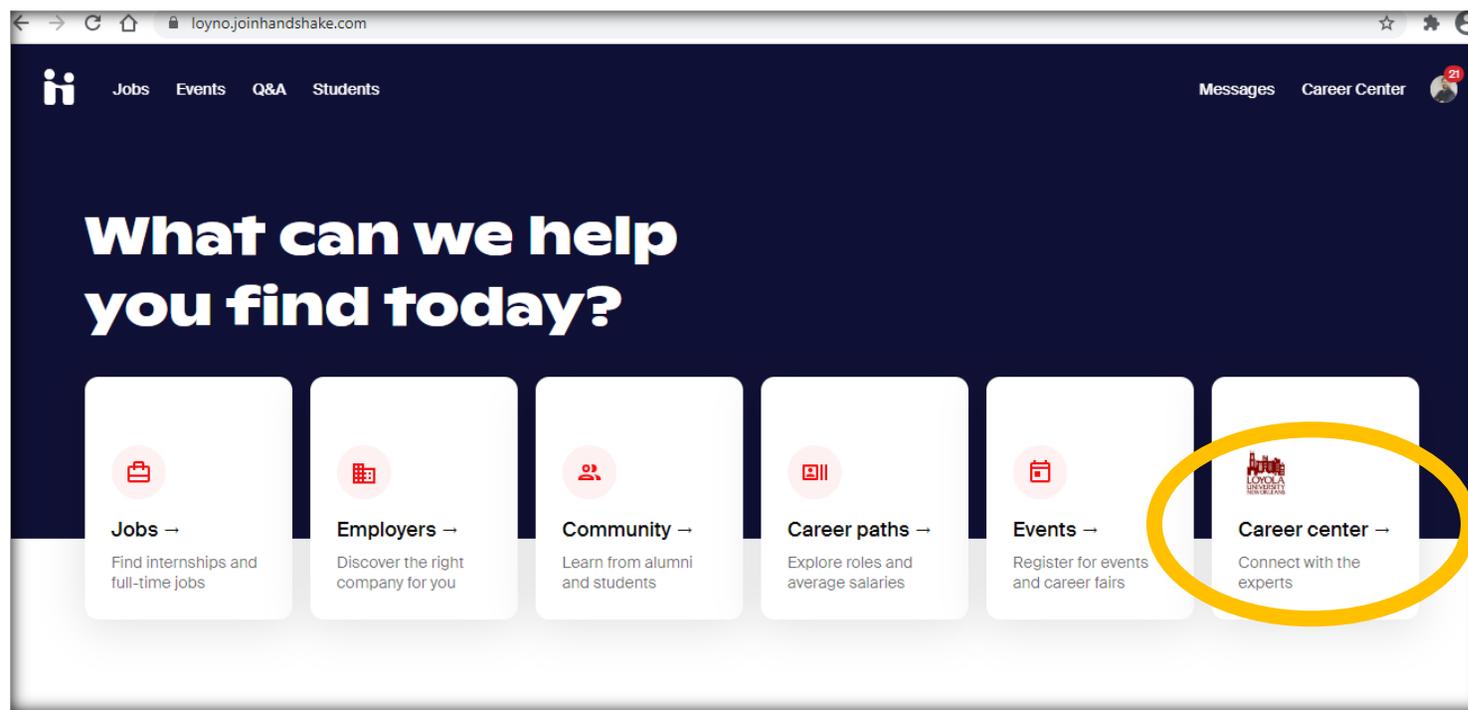
Loyola College of Business Portfolio Career Program

# Handshake

The process for registering an internship for credit is done through Handshake – the national leader in early career platforms. You can access your Handshake account through Loyola’s SSO Menu ([sso.loyno.edu](https://sso.loyno.edu)). Below are the steps you take once logged into Handshake.

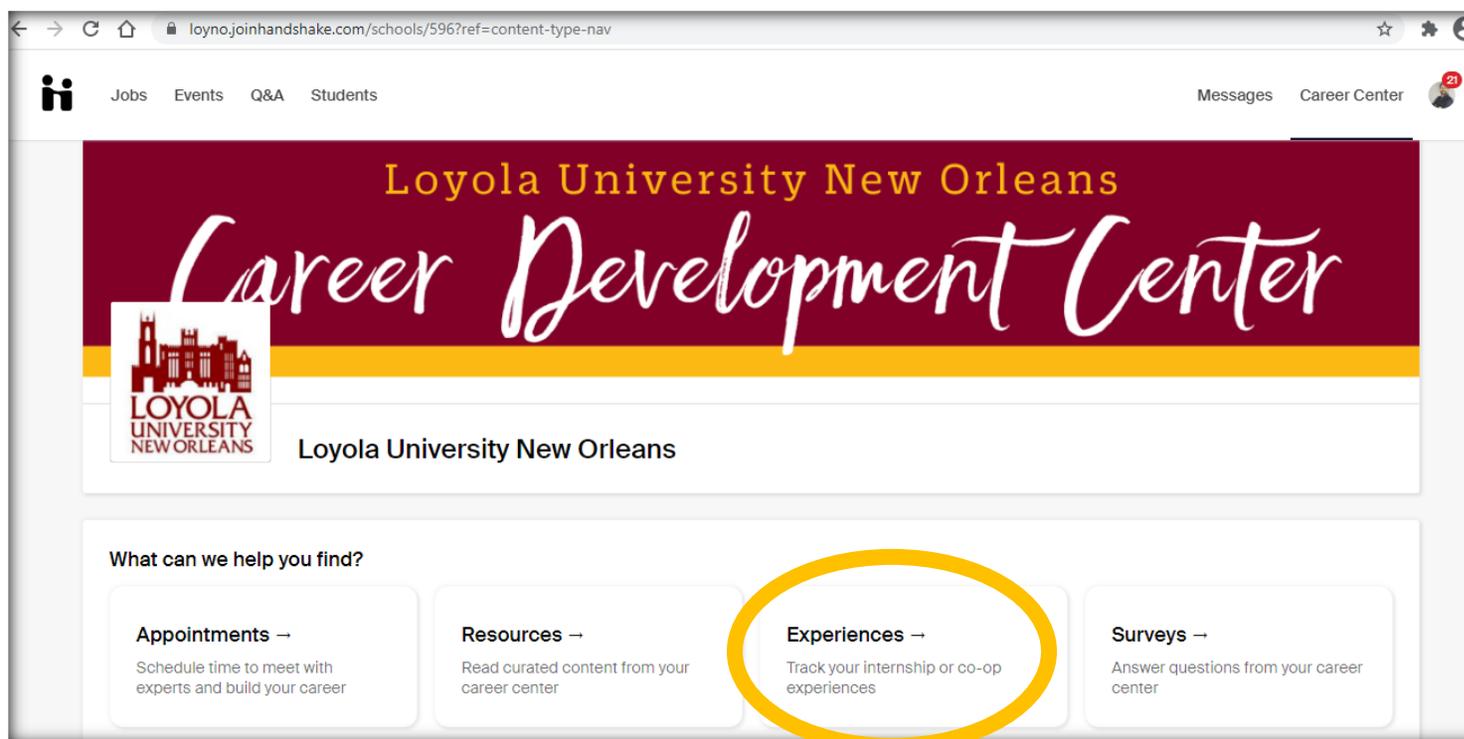
STEP 1 – From Your Handshake Homepage:

- Select the *Career Center* tab. (Circled below.)



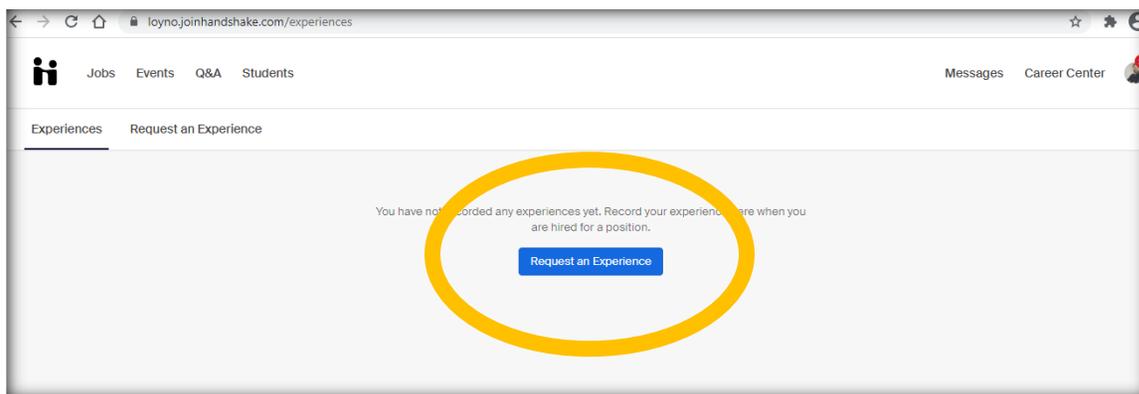
STEP 2 – From the Career Center Page:

- Select the *Experiences* tab. (Circled below.)
- **IMPORTANT:** If you are reporting an internship, this means you have secured an official offer from the employer. If you have not received an official offer, do not proceed with reporting. We cannot approve an internship without an official offer. You will see the FINAL STEP of this process is to include a required supervisor letter to your request, which without an official offer will not be possible.

A screenshot of a web browser showing the Loyola University New Orleans Career Development Center page on the Handshake platform. The browser address bar shows "loyno.joinhandshake.com/schools/596?ref=content-type-nav". The page features a maroon header with the text "Loyola University New Orleans" and "Career Development Center" in white and yellow. Below the header is a white section with the Loyola University New Orleans logo and the text "Loyola University New Orleans". Underneath is a section titled "What can we help you find?" with four buttons: "Appointments →", "Resources →", "Experiences →", and "Surveys →". The "Experiences →" button is circled in yellow. The "Experiences →" button description reads "Track your internship or co-op experiences".

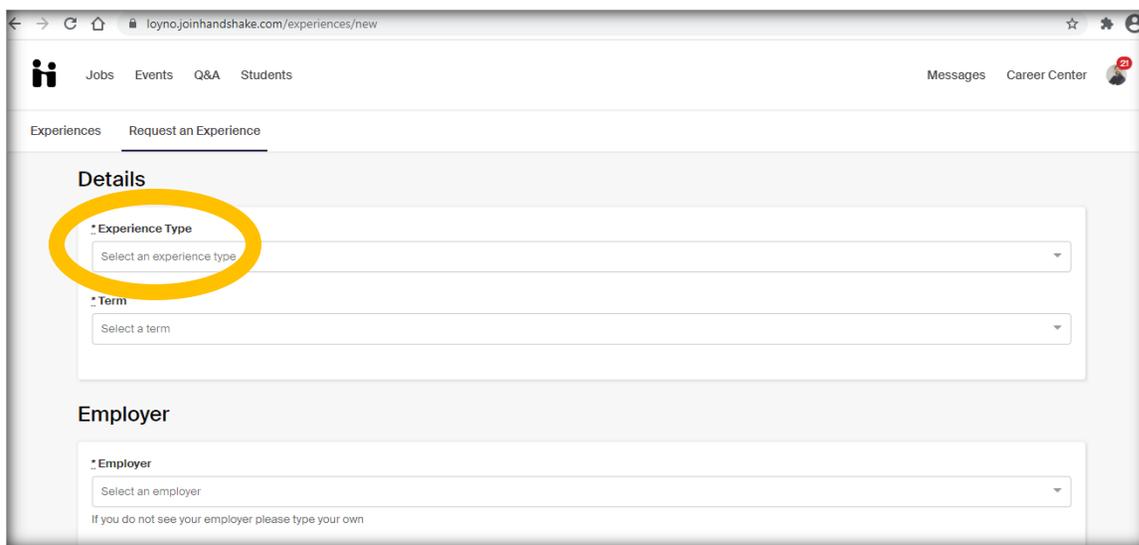
**STEP 3 – From the Request Experience Page:**

- Select the *Request an Experience* button. (Circled below) – Note: You can also select the *Request an Experience* tab in the navigation bar.



**STEP 4 – From the Experience Template Page:**

- Click into the *Experience Type* to select the appropriate BA-B497 template. (Circled below.)



### REQUIREMENT REMINDERS

You can earn 3, 2, or 1 credit hours for an internship experience. Below are requirements for each:

**3 credit hours:**

- **REQUIRED** to graduate from the College of Business.
- Internship must be a minimum of 120 work hours.
- Internship must be a minimum of 5 consecutive weeks.
- Only Junior and Senior standing students can register for this required internship b.

**2 credit hours:**

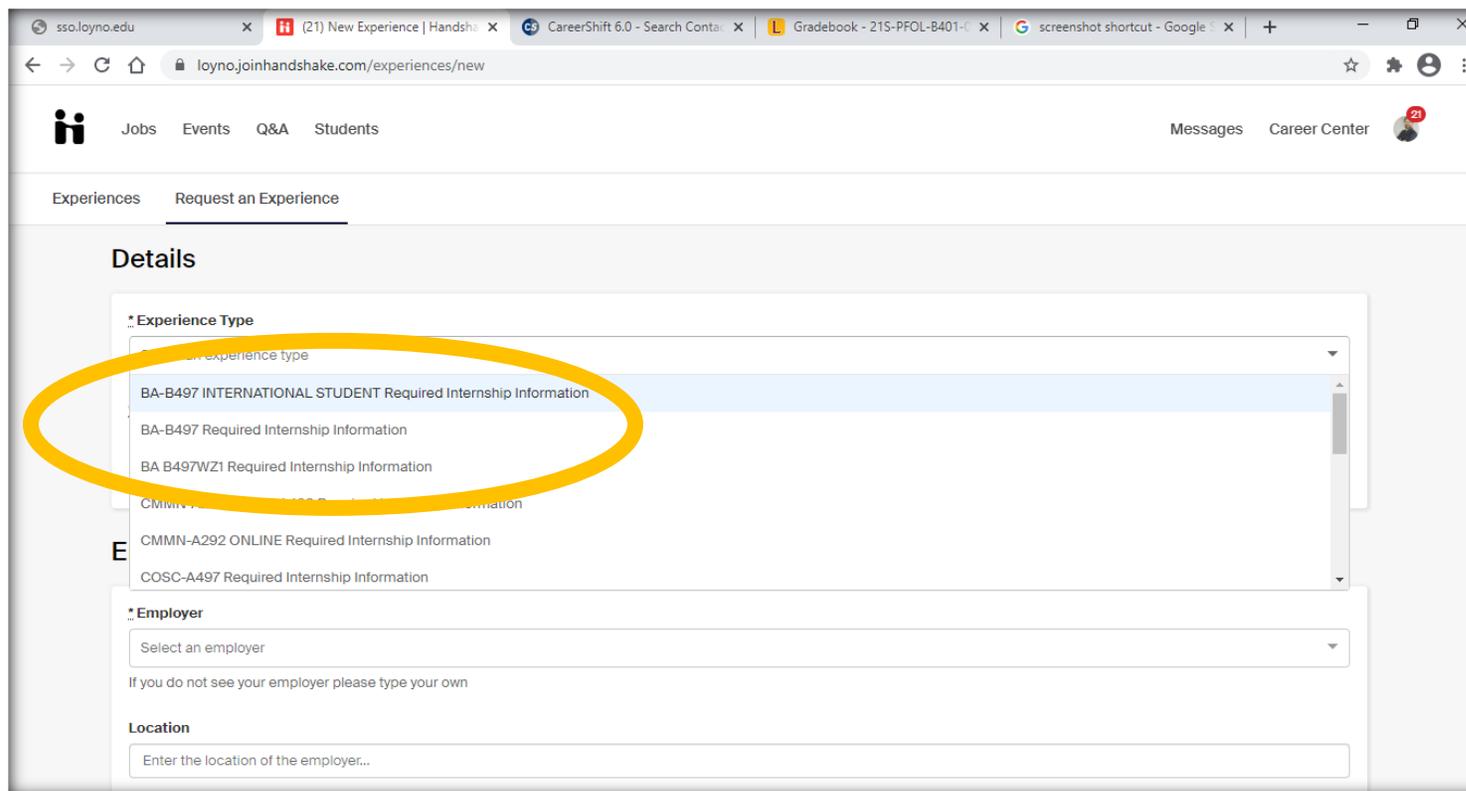
- Internship must be a minimum of 80 work hours.
- Internship must be a minimum of 5 consecutive weeks.

**1 credit hour:**

- Internship must be a minimum of 40 work hours.
- Internship must be a minimum of 5 consecutive weeks.

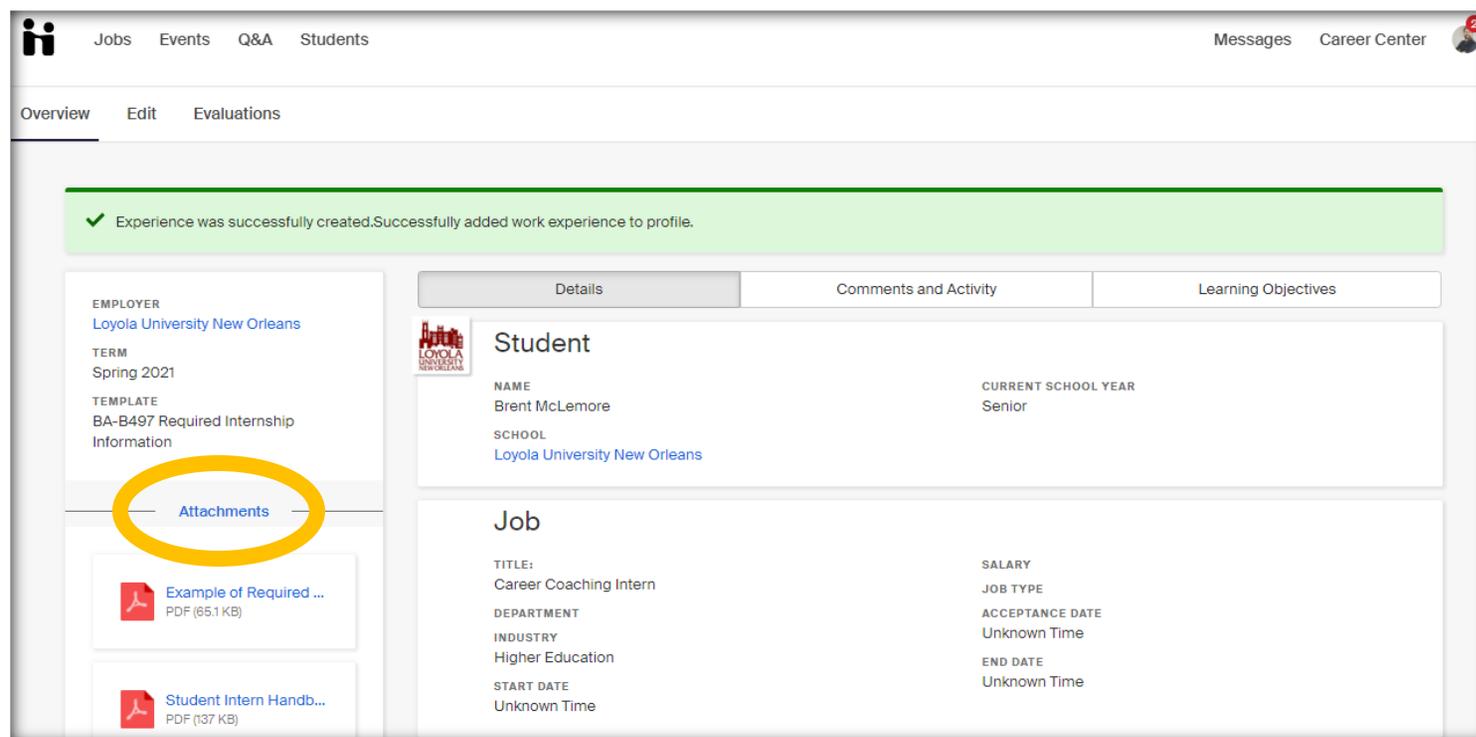
STEP 5 – Select from the Experience Template Options:

- Selecting the appropriate BA-B497 template under which to register your internship will depend on your student status. Below are the options to choose from based on your student status:
  - If you are an international student, select *BA-B497 International Student Required Internship Information*.
  - If you are a fully online student, select *BA-B497WZ1 Required Internship Information*.
  - All other students select *BA-B497 Required Internship Information*.

A screenshot of a web browser showing the "Request an Experience" form on the Handshake platform. The browser's address bar shows "loyno.joinhandshake.com/experiences/new". The form is titled "Details" and contains several sections. The "Experience Type" section is a dropdown menu with a list of options. The option "BA-B497 INTERNATIONAL STUDENT Required Internship Information" is highlighted with a yellow oval. Other options in the list include "BA-B497 Required Internship Information", "BA B497WZ1 Required Internship Information", "CMMN-A292 ONLINE Required Internship Information", and "COSC-A497 Required Internship Information". Below the "Experience Type" section is the "Employer" section, which has a dropdown menu labeled "Select an employer" and a text input field for "Enter the location of the employer...".

FINAL STEP – From the Requested Experience Page:

- After submitting your request, you MUST then attach your required supervisor letter. You do so under the *Attachments* section. (Circled below.)
- An example of this required letter is under the *Attachments* section.
- IMPORTANT: Your request WILL NOT be approved without this letter.
- Be sure to inform your internship supervisor that an approval email will be sent to their email address that you entered in the request form. Note: The approval email comes from Handshake.



Jobs Events Q&A Students Messages Career Center

Overview Edit Evaluations

✓ Experience was successfully created. Successfully added work experience to profile.

EMPLOYER  
Loyola University New Orleans

TERM  
Spring 2021

TEMPLATE  
BA-B497 Required Internship Information

Attachments

Example of Required ... PDF (65.1 KB)

Student Intern Handb... PDF (137 KB)

Details Comments and Activity Learning Objectives

Student

NAME  
Brent McLemore

CURRENT SCHOOL YEAR  
Senior

SCHOOL  
Loyola University New Orleans

Job

TITLE:  
Career Coaching Intern

SALARY  
JOB TYPE

DEPARTMENT  
INDUSTRY  
Higher Education

ACCEPTANCE DATE  
Unknown Time

START DATE  
Unknown Time

END DATE  
Unknown Time

ONCE THE APPROVAL PROCESS IS COMPLETED, you will be notified of its approval and your enrollment into the internship course BA-B497 in Canvas. Check Canvas, read your syllabus, find your required assignments, and let us know if you have any questions. You can reach out to us at any time by emailing either Mr. Brent McLemore ([tbmclemo@loyno.edu](mailto:tbmclemo@loyno.edu)) or Ms. Christy Pellegrini ([cmpelleg@loyno.edu](mailto:cmpelleg@loyno.edu)).