

# Internship Registration Instructions

## General Information:

- Once you have committed to an internship you can start the registration process on Handshake to receive course credit. If you have not been hired as an intern, you cannot register the internship.
- Only Junior and Senior standing students can register for the required 3 credit hour internship.

### 3 credit hour:

- 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.

### 2 credit hour:

- 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 .



Before you report your internship in Handshake, you will need to obtain an official job description from your internship host supervisor. This is essentially your contract between the host organization and you.

The letter will need to include the following:

- Official organization letterhead
- Detailed list of your duties, tasks, and responsibilities as an intern
- Indication of the 120 hours required to fulfill your required internship
- Supervisor contact information and signature

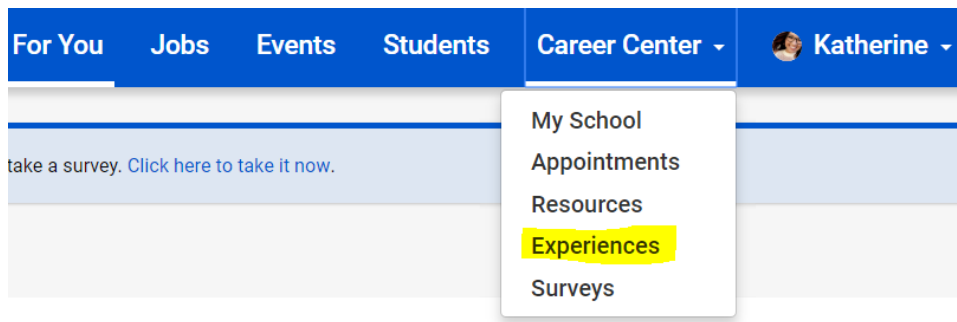
*\*Please note that reported internships without this letter will not be approved*

You will also need to know the following information for reporting your internship:

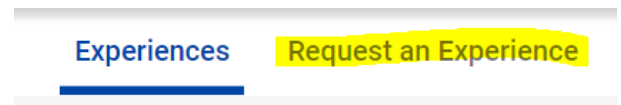
- Name and location of the employer/organization
- Name, title, email address, and phone number of your internship supervisor
- Internship start and end date (a close approximate date is acceptable)
- Internship hours per week and wage per hour (if applicable)

### Follow the steps below to report your internship in Handshake:

- Log-in to your **HANDSHAKE** account
  - Go to <http://studentaffairs.loyno.edu/careers> to login
- Under the **CAREER CENTER** tab at the top right-hover over and select **EXPERIENCES**



- Click **REQUEST AN EXPERIENCE** button on the far right



- Under **EXPERIENCE TYPE** drop down, select **BA-B497 Required Internship Information.\*** (\*If you are an **International Student**, select **BA-B497 INTERNATIONAL STUDENT Required Internship Information**)

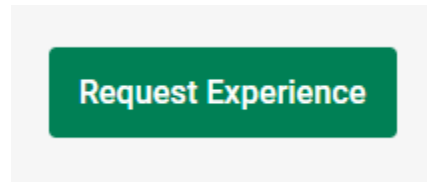
Request an Experience Experiences Request an Experience

Details

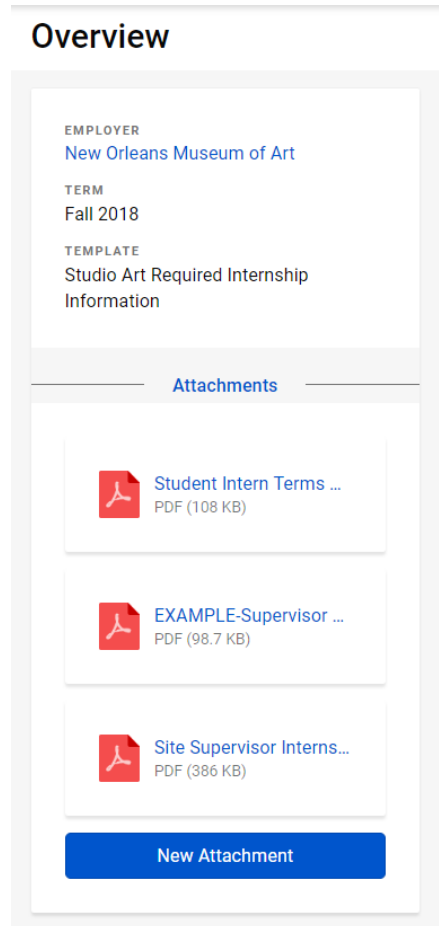
\* Experience Type  
**BA-B497 Required Internship Information**

Term  
Select a term

- Complete the survey questions-filling out ALL fields then click the **REQUEST EXPERIENCE** button



- Once you have requested the experience, you will be brought to an **OVERVIEW** page. In the **ATTACHMENTS** section you will upload your internship job description by clicking **NEW ATTACHMENT**.



- Congratulations! You've now uploaded your internship and the approval process will be initiated.
- Once the approval process is completed and your internship has been officially registered, you will receive an email stating that you are enrolled in the internship Blackboard course.

(\*Note: The approval process may take up to 2 weeks. If you have not received an e-mail regarding your internship 2 weeks after you have submitted your information through Handshake, then contact the CoB Portfolio Office.)

- You are responsible for reading your syllabus and checking Blackboard.
- You will find your required assignments on Blackboard under "Course Materials."