

Reporting Your Internship

Congratulations on identifying an internship opportunity! Now, it's time to report it in Handshake.

Those seeking academic credit for their internship experience must report internship details **PRIOR** to the start of the internship. Make sure you have the appropriate information to report.

These items include:

- Name, location, website 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*)
- An official internship description letter from your internship supervisor. An example of this letter can be found on the Career Center website

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 for-credit internship
- Supervisor contact information and signature

IMPORTANT:
Please note that reported internships without this letter will not be approved

GETTING STARTED IN HANDSHAKE

Jobs Events Employers

Messages Career Center

Loyola University New Orleans
Career Development Center

Loyola University New Orleans

What can we help you find?

Appointments –
Schedule time to meet with experts and build your career

Resources –
Read curated content from your career center

Experiences –
Track your internship or co-op experiences

Surveys –
Answer questions from your career center

Once you've logged into Handshake, click on the **CAREER CENTER** tab and select **EXPERIENCES**. Then click the blue **REQUEST AN EXPERIENCE**

Details



Experience Type

Select an experience type

- DSGN-M485 Required Internship Information
- ENGL-A497 Required Internship Information**
- FILM-M397 INTERNATIONAL STUDENT Required Internship Information
- FILM-M397 Required Internship Information
- MUIN-M260 Required Internship Information

Employer

Select an employer

If you do not see your employer please type your own

Location

Enter the location of the employer...

Industry

Under the **EXPERIENCE TYPE** dropdown bar, select the appropriate survey that corresponds to your major.
Example: Film majors will select FILM-M397

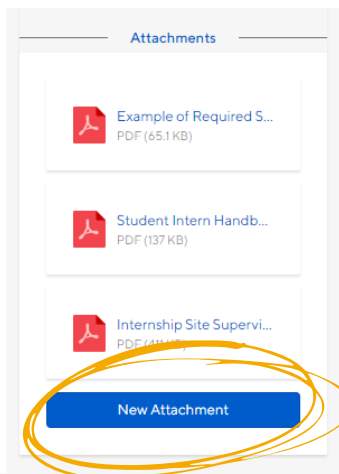
IMPORTANT: Selecting the incorrect experience type could delay your internship approval.

Under **TERM**, indicate the semester you are completing your internship.
Example: Fall 2021

Proceed with filling out the rest of the information fields in Handshake, please be as detailed as possible. Once you've reached the end of the report, make sure you have your **REQUIRED** internship description letter ready to attach on the **NEXT PAGE**.

Please note that internships will not be reviewed or approved without this document.

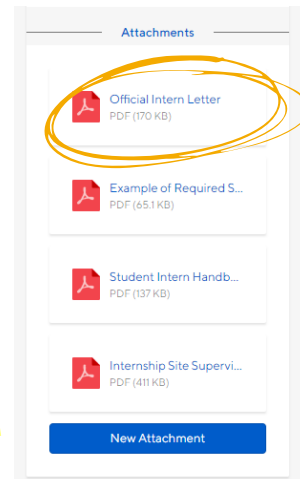
Lastly, you will e-sign your full name which indicates you agree to the terms & conditions of being a student intern. This handbook can be found on the next page in the **ATTACHMENTS** section or on the [Career Center website](#). Once you've entered the appropriate information, click the **green REQUEST EXPERIENCE** button.



To upload your official internship letter, click the **NEW ATTACHMENT** button on the left side of the overview page. Here, you will be able to upload your document from your computer and then click the **CREATE ATTACHMENT** button.

You will then be able to see it under the **ATTACHMENTS** section.

Reminder: internship experiences reported without this document will not be approved.



✓ Experience was successfully created.

EMPLOYER
Time Warner Inc.

TERM
Fall 2021

TEMPLATE
CMMN-A493 Required Internship Information

Details Comments and Activity Learning Objectives

Student

NAME
Katherine Bandy

CURRENT SCHOOL YEAR
Junior

SCHOOL
Loyola University New Orleans

Attachments

- Example_of_Required... PDF (65.1 KB)
- Student_Intern_Hand... PDF (332 KB)

Job

TITLE: Media Intern

DEPARTMENT: Marketing

INDUSTRY: Movies, TV, Music

START DATE: 08/23/2021

SALARY:

JOB TYPE: Internship

ACCEPTANCE DATE: 08/23/2021

END DATE: 12/31/2021

You've now successfully uploaded your internship experience. You will receive a confirmation email indicating that your experience request has been received and will be processed in a timely manner.

Note that you can always go back and view your recorded information under the **EXPERIENCES** tab.