

Handshake Student Guide: How to report your internship experience!

Congratulations on being offered an internship!

Now it's time to let us know that you got one.

New Users and Returning Users:

- Go to stcloudstate.edu/careercenter, click on Handshake button and click on Handshake Login.
- Log in with your Star ID and password.
- If you have trouble logging in, contact us at careercenter@stcloudstate.edu or 320-308-2151.

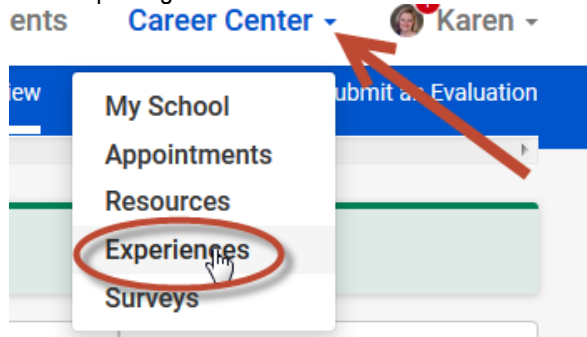
NOTE: If you see any discrepancies in your information that you cannot edit, please log into your eServices account at www.stcloudstate.edu/srfs/registration/ to make changes. Please allow 48 hours for these changes to be populated into your Jobs for Huskies profile.

Information you will need on hand to complete your internship record:

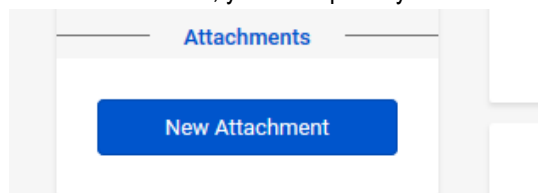
- Your site supervisors contact information and job title.
- Description of your internship duties and responsibilities.
- Start and end dates of your internship.
- Wage information (if reporting a paid internship).
- Offer letter or additional documentation required by the department (may not be required depending on your major).

After Logging in:

- In the top navigation click on **Career Center** and then click on **Experiences**.



- In **Experience Type**, select _____ (This can be customized to the college/school/program/etc.)
- Select **Term** from the drop down menu for which semester you are completing this internship.
- **ALL fields must be completed** for the internship experience to be approved.
- **BEFORE YOU CLICK REQUEST EXPERIENCE!!** Review the information. You will have limited access to edit your submission.
- On the next screen, you can upload your offer letter by clicking **New Attachment** in the left navigation.



How the process works

- Report your internship by clicking on Handshake at www.stcloudstate.edu/careercenter.
- Fill out all of the required information.
- It will then be reviewed for approval by the necessary faculty or staff.
- There are two evaluations you may be asked to complete during the internship. You will receive emails to complete these evaluations. Review your email address in your profile to ensure you receive these emails.

To view previously submitted internships

- Click on **Career Center** and select **Experiences** from the drop down.
- Click on **View Details** to view your submission and add offer letters.

NOTE: Completing this form does not register you for the class. You will receive further documentation from your department on how to register through e-services.

If you have any questions, contact us:

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