

Handshake for Internships

A Guide for Students and Faculty Mentors

Handshake

Thank you for using Handshake to register for an academic internship! Please follow these instructions and feel free to reach out to the Loughheed Center for Applied Learning with any questions.

Students at SUNY Potsdam can use Handshake to search for jobs both on and off campus. Employers can post positions on the platform.

Before Registration

Students who complete internships for credit at SUNY Potsdam need two contacts: a site supervisor and a faculty mentor.

A **site supervisor** works for the organization where you will intern. They will help you build a job description or supply you with one. They will assign you tasks for your internship and complete two evaluations during your internship- one in the middle and one at the conclusion of your internship. **For registration, you need to have their name, contact information, the name of their organization, a good idea of your schedule for the internship, and a description of your duties.**

A **faculty mentor** works at SUNY Potsdam and will ensure that your internship has academic merit by providing you with a syllabus and working with you to develop two learning objectives for your internship. Find an example syllabus is the Loughheed Center for Applied Learning website. **To register, you need your faculty mentor's name, their department, a syllabus, and two learning objectives. You will also need to consider two bullet points you could put on your resume after this experience is completed. Develop them on your own or with support from the LoCAL peer advisors. Faculty mentors also must give you a course title to use.**

Registration

1. Go to [Handshake](#). You will have an account associated with your Potsdam email address.
2. Navigate to the "Career Center" tab on the lefthand side of your screen
3. Click on the box labeled "Experiences", then "Submit an Experience"
4. Details
 - a. Select the appropriate "Experience Template"
 - b. If you are a Public Health major or another major with a specialized internship program, select that Experience Template
 - c. If your internship is more general, select the template for the appropriate school (School of Education and Professional Studies, Arts & Sciences, or Crane). If you don't know which to pick, ask your faculty mentor.
 - d. Select the appropriate Term
5. Organization

- a. **Type the name** of your host site (where you are interning) into the Organization box. If this is a site in our system, some of the other information may pre-populate. Otherwise, fill in the location, phone number, and email address for your site. This can be your site supervisor's contact information. Ask them if you are not sure.
6. Experience
 - a. Your position title should be "[your field] Intern", for example "Marketing Intern"
 - b. "Department" here refers to the specific area of the organization where you will be interning. For example, "Admissions Department" or "Marketing Department"
 - c. The dates here need to correspond to the dates from SUNY Potsdam's [academic calendar](#). Record the dates of first class and the last day of finals week of the semester.
 - d. Experience type, select Internship
 - e. Salary: if the internship is unpaid, put 0. If it will be paid, indicate the rough amount you will be compensated per timeframe (you will be prompted to select a timeframe)
7. Reviewer contact information
 - a. Some of the information will pre-populate if the individual has a Handshake account.
 - b. The Associate Dean or Dean of the relevant School will review each internship.
8. General
 - a. Site Information
 - i. Repeat the Department of internship site here
 - ii. Answer remaining questions
9. Once your form is submitted, please attach a syllabus in the Attachments section and list two Learning Objectives in the Learning Objectives tab. If you do not have a syllabus or Learning Objectives yet, ask your faculty mentor to provide them.
10. You can Edit or in the Edit function, "Delete" the experience if needed and start over.
11. You have now completed the process. Use the "Comments and Activity" Tab to follow your proposal through the approval process.