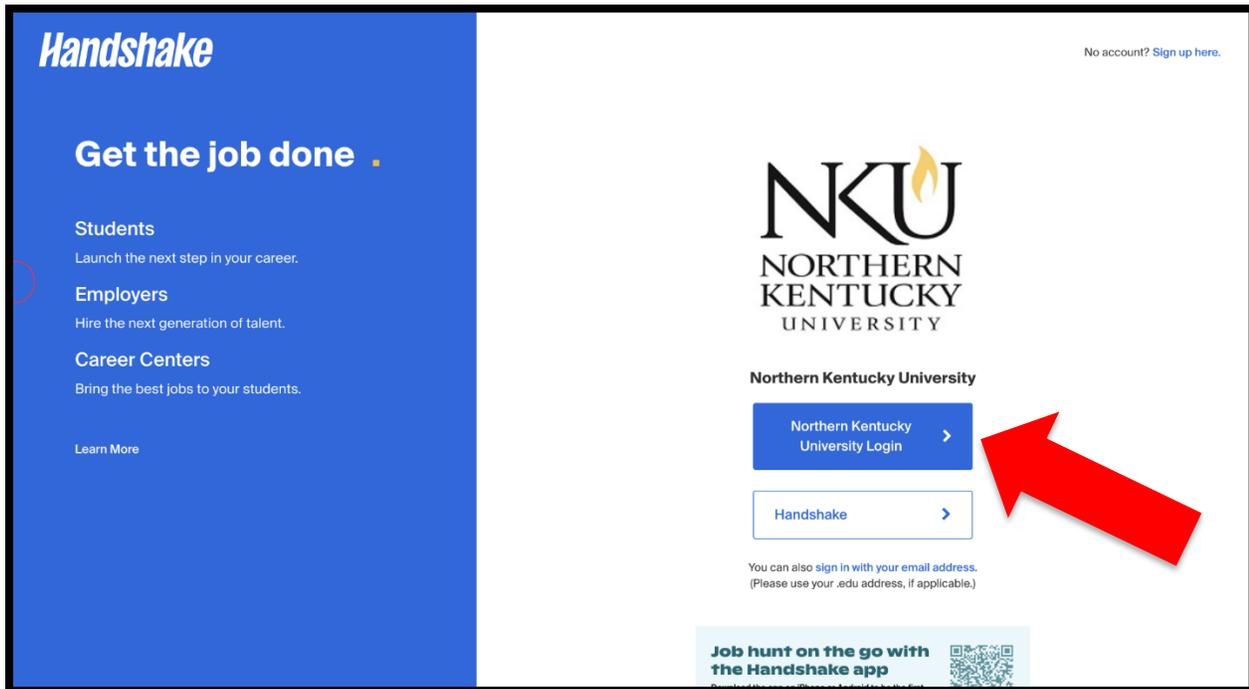


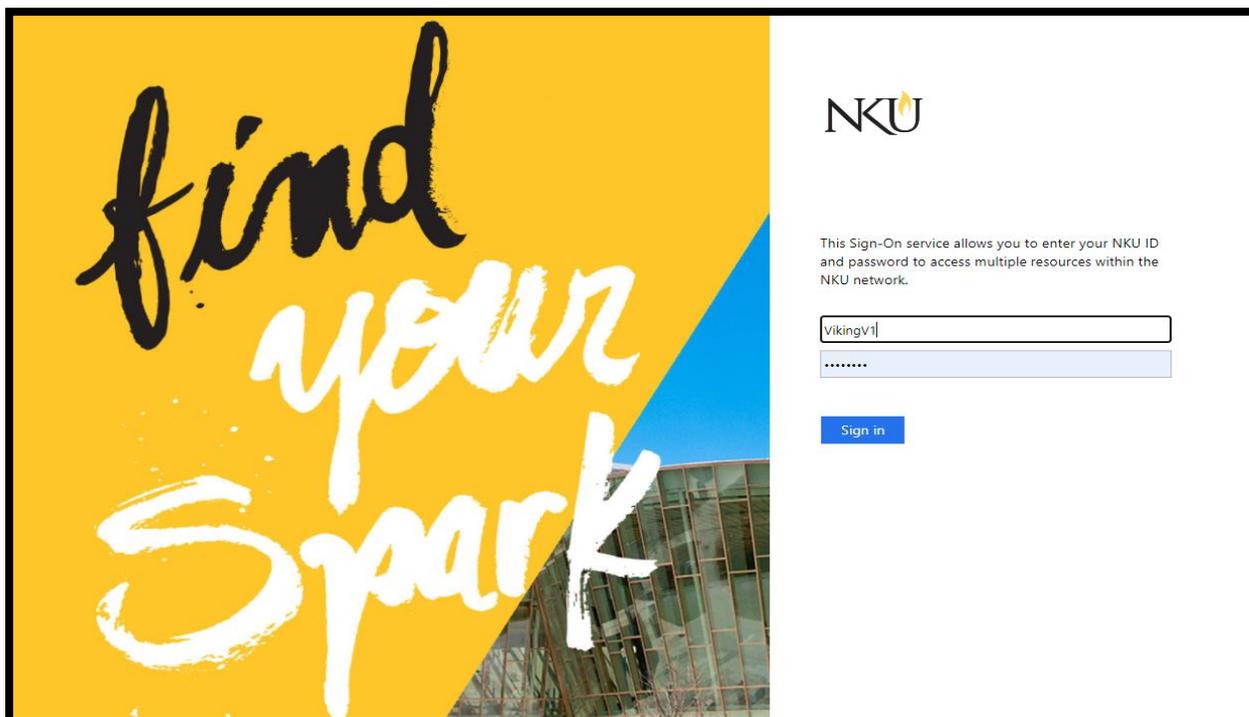
# How to report your co-op/internship via Handshake

1. Log in to Handshake: <https://nku.joinhandshake.com/>

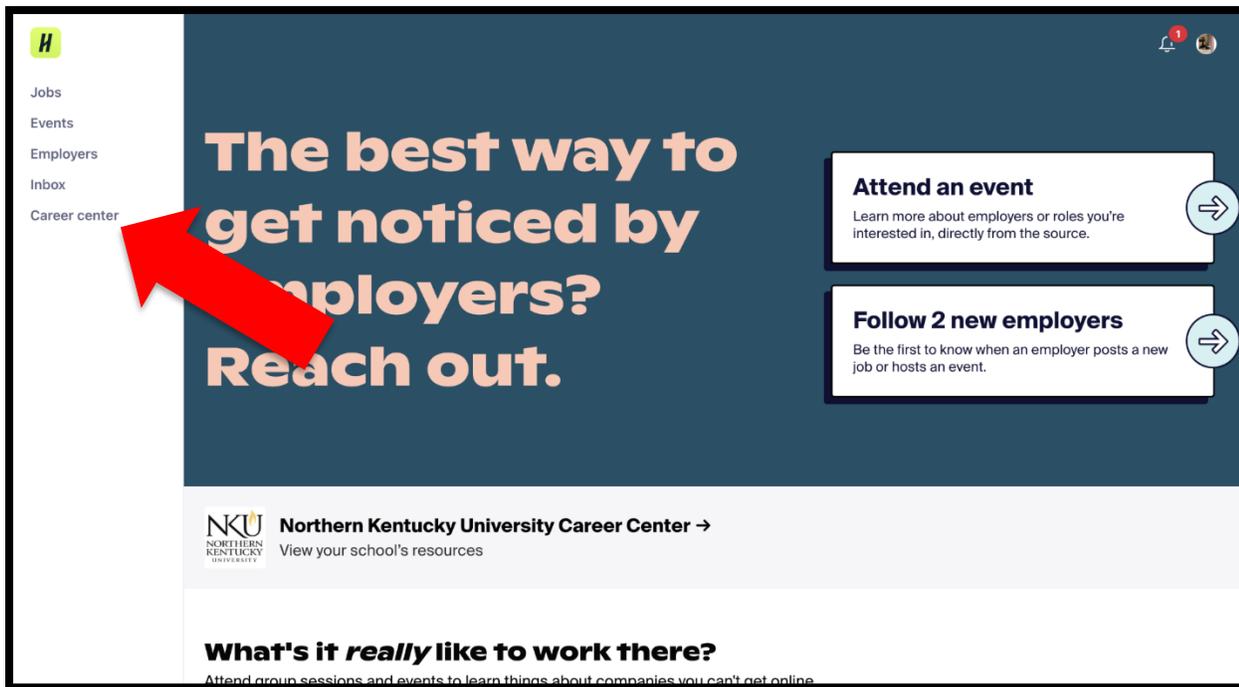
2. Select **Northern Kentucky University Login**



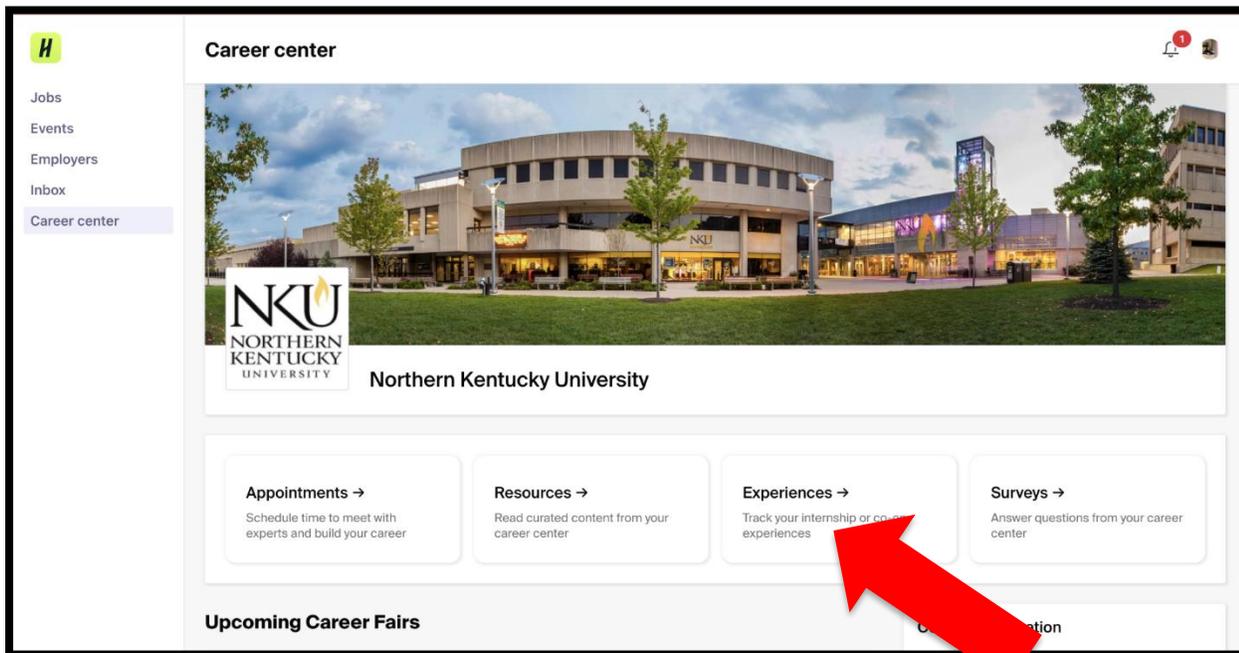
3. Next, log in using your NKU Username (ex: VikingV1) and Password



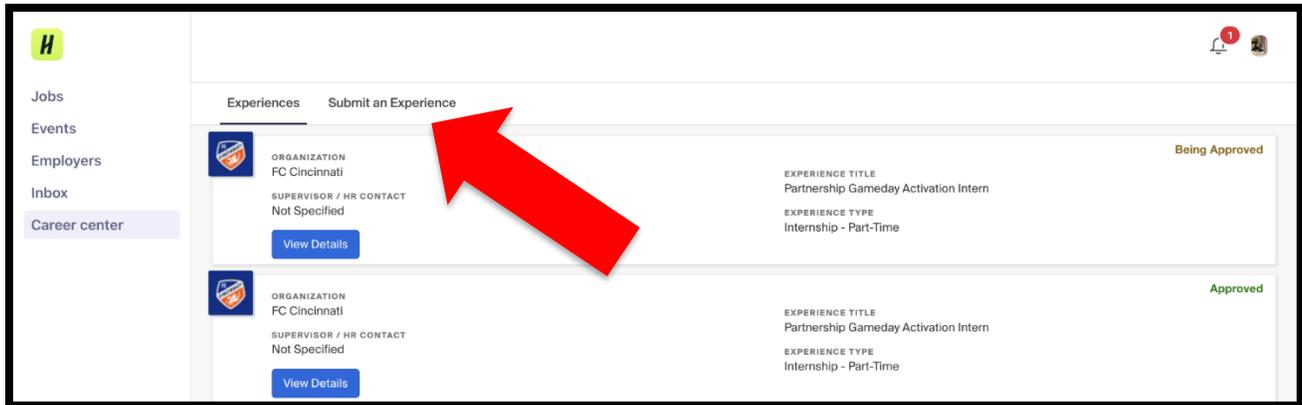
4. On the Handshake Homepage, select **Career Center**



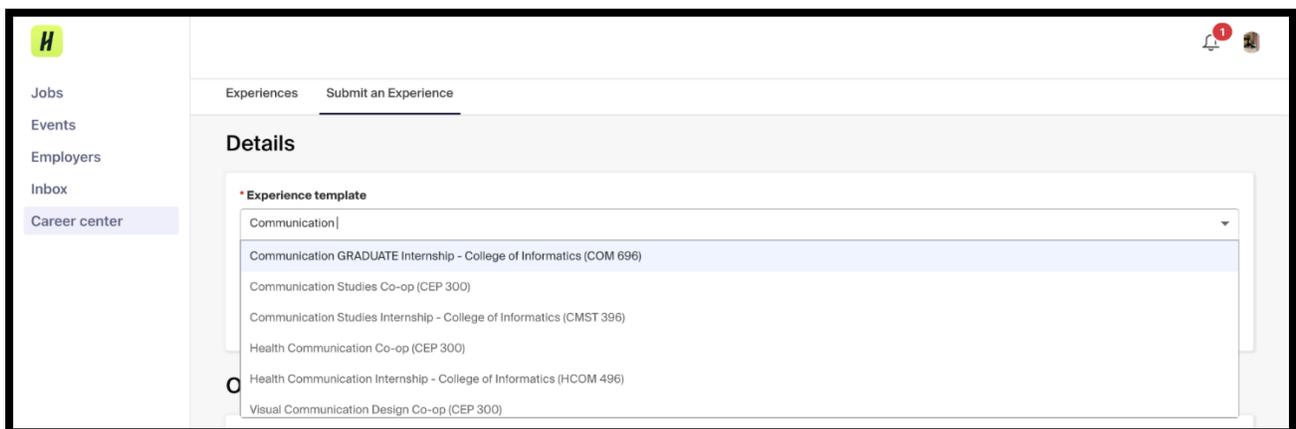
5. On the Career Center page, select **Experiences**



6. If you have previously used Handshake to report a co-op/internship, they will be listed on this page. Select **Submit an Experience** to report a new co-op/internship experience.



7. **Experience Templates** – This is the course you plan to enroll in. The questions you answer on the form will be based on the course you select and you will have to start this process over if you choose the incorrect course. If you are unsure which course you wish to take, please contact your Academic Advisor before completing this form. Some majors have multiple options (see example below) and you want to ensure you select the correct one. Again, selecting the wrong course will result in needing to fill out a new form.



- **Tip:** You can search in a textbox with a drop-down menu by typing key words. For example, typing “Stats” in the search bar on Experience type will show the “Mathematics & Statistics Co-op” option.

8. **Term** – Enter which semester you wish to take the course you selected.
9. **Organization** – Provide information about the organization you are working for. When entering the name of your employer, Handshake will search its database for the organization’s name. If the organization has a Handshake profile, it will show up in the list of options. If they are not in the system, you will be able to enter and select your organization and fill out the requested information.

*Note:*

- If the organization is already a Handshake contact, the system may pre-populate with your employer's location and Industry. If the address doesn't match the location where you will be working, this is fine, you can leave the pre-populated location, which is likely an address for the national headquarters or the location that manages the organization's Handshake account.
- If you are adding the organization location in this section, the Handshake system will search Google for the address as you begin to enter it. Select the correct address from the options provided.

10. **Experience** – Provide information about your specific position including title, department, beginning and ending dates, salary information, and about the offer you accepted.

*Note:*

- If you do not know the exact offer date, it is ok to estimate this date.
- Handshake will automatically update your profile with this new experience. If you do not want this update, uncheck the box marked "Add experience to profile?"

11. **Employer Supervisor** – Enter your supervisor's email address. If your Supervisor is already an NKU contact in Handshake, the system will populate with their name, indicating it already has the needed information for this contact. If the name that populates is not your supervisor's name, please email [careerservices@nku.edu](mailto:careerservices@nku.edu) and include your supervisor's name, email, and organization and indicate this discrepancy. If your supervisor is not yet in the system, you will be asked to provide their name, title, and phone number.

12. **General** – This section is customized to each specific course, making it vital you selected the correct course in the first question, Experience Type. This section will have multiple pages and asks you a variety of questions including but not limited to: enrollment details, company information, supervisor information, and learning objectives. You will also be required to read and agree to the terms of the NKU Co-op/Internship Agreement. Complete the form fully, advancing to the next section by selecting the **Next Page** button as prompted. Select **Submit Experience** to submit your form.

*Note:*

- Some of the questions will be duplicates. The forms are intentionally designed this way to group needed information for the review process.
- When you select **Next Page**, the top half of the form will remain the same and only that under the General Section will change.
- If you select "Other" when completing the form, you will need to type a response in the provided textbox to advance to the next page.

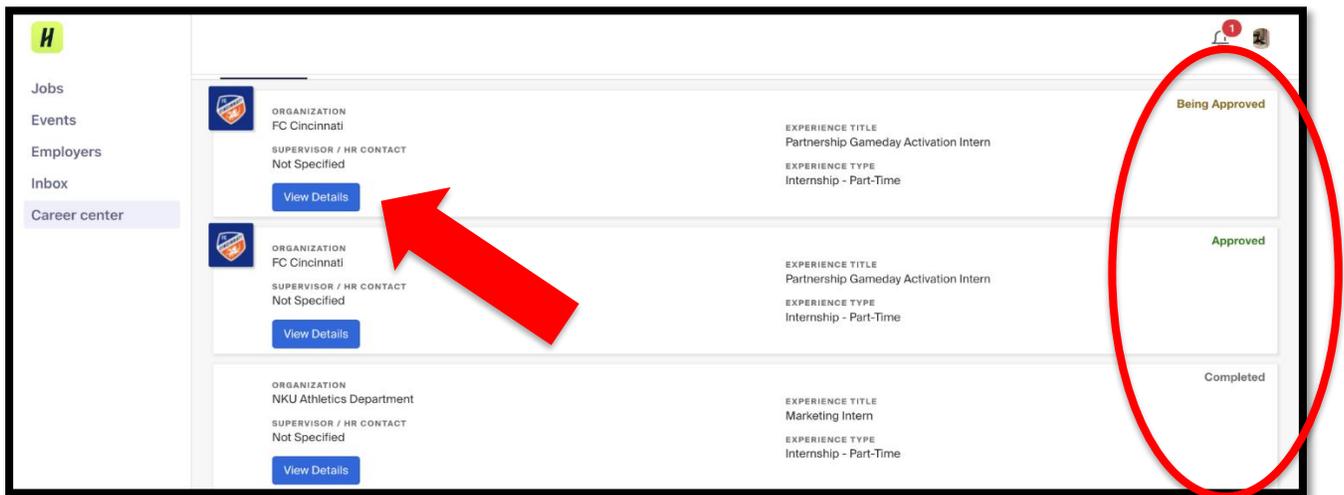
13. Once you have completed the form in Handshake, it will be processed by Career Services and/or your College/Department. This is a manual process and can take 3-5 business days to review and begin the approval process (Note: approval processes vary based on the course you selected). Follow the steps on the next page to see where your record is in the approval process.

## Steps for checking Handshake to see where your co-op/internship record is in the approval process:

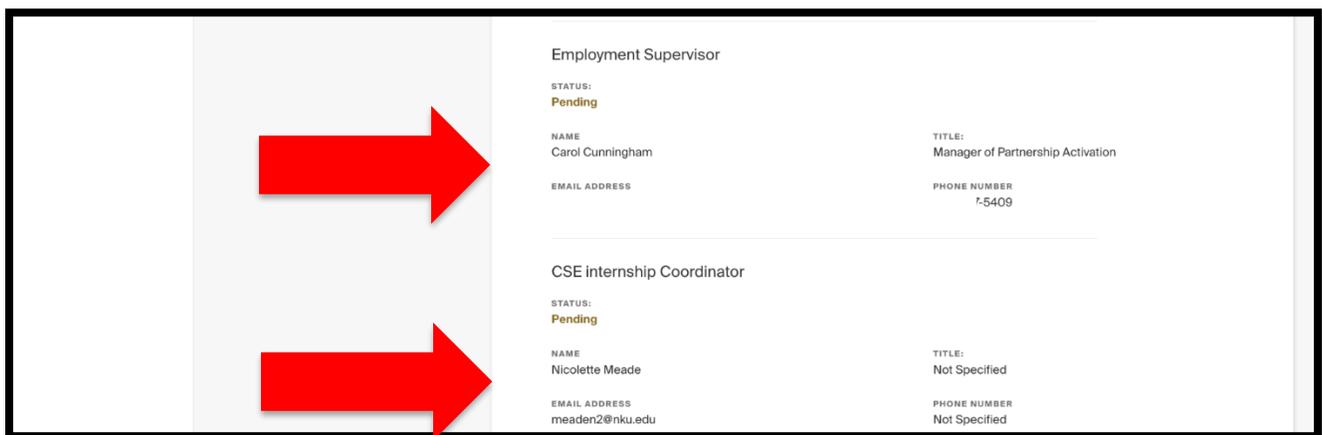
14. Follow steps 1-5 above to log in to your Handshake Experiences page.

15. On this page, you can see a quick status update on the right side of the page. Click **View Details** for more details.

- **Pending** – The Experience Manager for your course is still reviewing your record.
- **Being Approved** – Approvals are in progress.
- **Approved** – All approvals have been received for your record.
- **Needs Reviewed** – There has been a delay in your approvals. The Experience Manager needs to review your record.
- **Declined** – Your request to take this course has been declined.



16. Click **View Details** and scroll to **Approvers** to see who has reviewed your record, which approvals are outstanding, and any notes left for you by the reviewers. The number of approvers and who is reviewing your record varies by course.



If you have questions about your record, reach out to the person who is final reviewer listed on your record. As noted above, the number of approvers and who is reviewing your record varies by course. In the example below, there are three reviewers, and this student should contact Nicolette Meade using the email on the form if they have questions about the process.

## Approvers

### Internship Professor

STATUS:

**Approved:**

NAME

Jennifer Gardner

TITLE:

Not Specified

EMAIL ADDRESS

gardnerj@nku.edu

PHONE NUMBER

Not Specified

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### Employment Supervisor

STATUS:

**Pending**

NAME

Carol Cunningham

TITLE:

Manager of Partnership Activation

EMAIL ADDRESS

PHONE NUMBER

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### CSE internship Coordinator

STATUS:

**Pending**

NAME

Nicolette Meade

TITLE:

Not Specified

EMAIL ADDRESS

meaden2@nku.edu

PHONE NUMBER

Not Specified