

# REGISTERING YOUR INTERNSHIP FOR CREDIT



POWERED BY  Handshake

## STEP ONE: Log into Handshake

Bellarmino's hub for jobs, internships, career appointments and career events.

- Visit <https://bellarmine.joinhandshake.com> and log in using your Bellarmine username and password.
- If this is your first time logging into Handshake, you'll be prompted to create your custom profile and to upload your résumé.

## STEP TWO: Register for the course.

Please read through this section carefully. Once you start the application process, you are not permitted to save your work and return to your application at a later date.

- Click the "Career Center" drop down menu in the top left navigation bar.
- Select "Experiences."
- Click "Submit an Experience"
- Under the "Experience Type" drop down menu, click "Internship for Academic Credit."
- Select the term in which you will register for the internship course

Enter the following required information and any additional information you can share.

- **Reviewers:** Please contact the Career Development Center ([careerdev@bellarmine.edu](mailto:careerdev@bellarmine.edu)) if you need assistance identifying your reviewers.
  - › Faculty Sponsor – supervises your internship for credit
  - › Program Director/Department Chair – for the internship subject
  - › Dean of School/College – for the internship subject
- **General Questions:** Provides key information for the Registrar to enroll you in the appropriate course. Students can register for 1 - 6 credit hours of experiential learning in their major. Be sure to check with your advisor about specific requirements for your degree!

- **Internship Proposal:** This proposal will be checked by your faculty, chair, and dean reviewers and may be returned to you if it does not meet academic expectations. Be thorough and thoughtful in your answers to the questions provided. Write in complete sentences and proof your work. Be sure to cite the URL if you copy and paste information from a website.
- **Career Readiness Evaluations:** You will be asked to include contact information for your faculty sponsor and internship supervisor to administer the end of internship career readiness evaluation. This is a required component for all internships for academic credit.
- **Submit your internship experience!** You will receive an email from Handshake notifying you that your experience has been received. Once fully approved by your faculty, you will receive a second email verifying that your experience is fully approved and the course will automatically show up on your course schedule.

## STEP THREE: Earning your Career Readiness Endorsement

Near the end of your internship experience, your employer will receive an email from Handshake requesting that they assess your professional skills. These skills include:

1. Career & Self-Development
2. Communication
3. Critical Thinking
4. Equity & Inclusion
5. Leadership
6. Professionalism
7. Teamwork
8. Technology

*Receiving "Highly Exceptional" or "Exceptional" ratings across all 8 competencies earns you a Career Readiness Endorsement from the Career Center and a special cord distinction at Commencement!*

- You will also receive an email with a self-evaluation and site evaluation to complete.
- Your faculty sponsor will be able to review the results of both evaluations automatically.



Visit Career Development with any question regarding your registration!  
[careerdev@bellarmine.edu](mailto:careerdev@bellarmine.edu) | 502.272.8151 | [www.bellarmino.edu/careerdev](http://www.bellarmino.edu/careerdev)