

Career Development Center

# **How to Have Your Internship Reviewed by the CDC at Rutgers University –Newark to Earn Credits**

For students who have already secured an internship and are enrolled in an internship course

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## Introduction

This document is intended for students who have already secured an internship and have already selected a department where they can earn credits for the opportunity. The Career Development does not determine who earns credits, we can only review the opportunity to ensure that is in alignment with specific criteria for an experience to be called an internship.

Rutgers-Newark Handshake is our career management system. Rutgers-Newark Handshake uses the term experience to acknowledge all the ways in which students can acquire knowledge skills and information. For our purposes an experience means an internship.

## The Process:

- You should request an experience(internship) on Rutgers Newark-Handshake if you have secured an internship and are interested in earning credit through an academic department.
- The academic department is responsible for determining if the experience should get credit, not the CDC.
- You will request this internship through Rutgers-Newark Handshake
- When you request the internship, you will provide your internship supervisor's contact information, your faculty contact information about how the internship relates to your current coursework and/ or future career goals.
- The CDC will review this information and send your internship supervisor an email asking that they provide details such as key duties and learning objectives about your internship.
- The Career Development Center will review the information that the supervisor provides to ensure the opportunity is in alignment with the National Association of Colleges and Employers' (NACE) criteria for an experience to be defined as an internship (see criteria below).
- If approved, your department Faculty/Internship Director will be notified and will contact you provide the appropriate registration information.
- If your opportunity is not approved the Career Development Center will contact, you with information on how to resubmit your request. Your Faculty/Internship Director will also be contacted and informed that your opportunity has not been approved.

## **The 7-point Criteria for an Experience to Defined as an Internship are as follows:**

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.

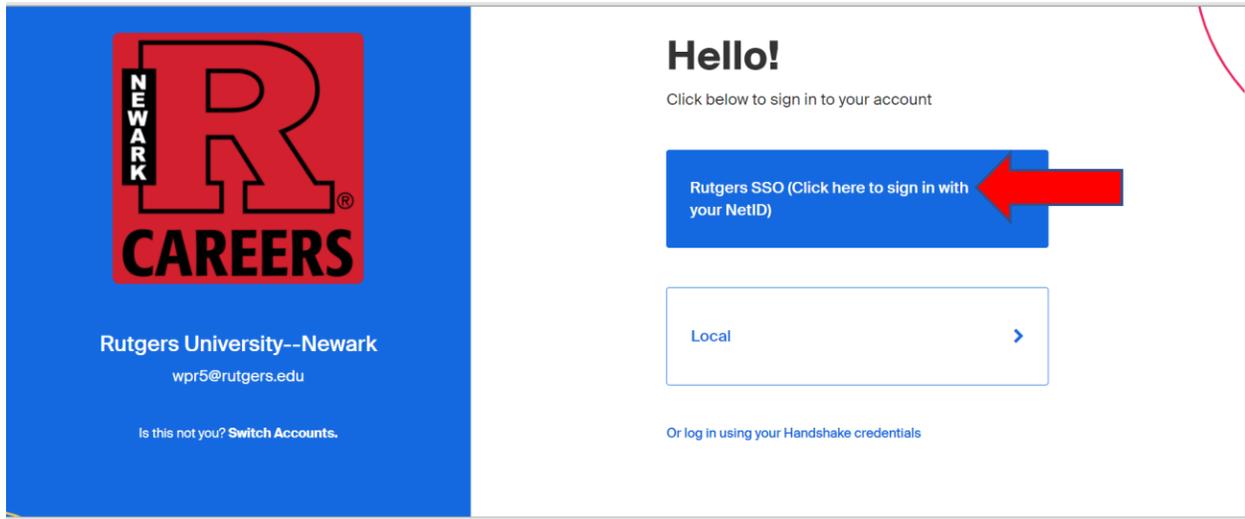
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals

For more information on the NACE criteria for an experience to be defined as an internship visit: <https://www.nacweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>

Contact Wenylla Reid, Associate Director Employer Relations at [wenylla.reid@rutgers.edu](mailto:wenylla.reid@rutgers.edu) or 973.353.5827 with any questions that you may have about this process.

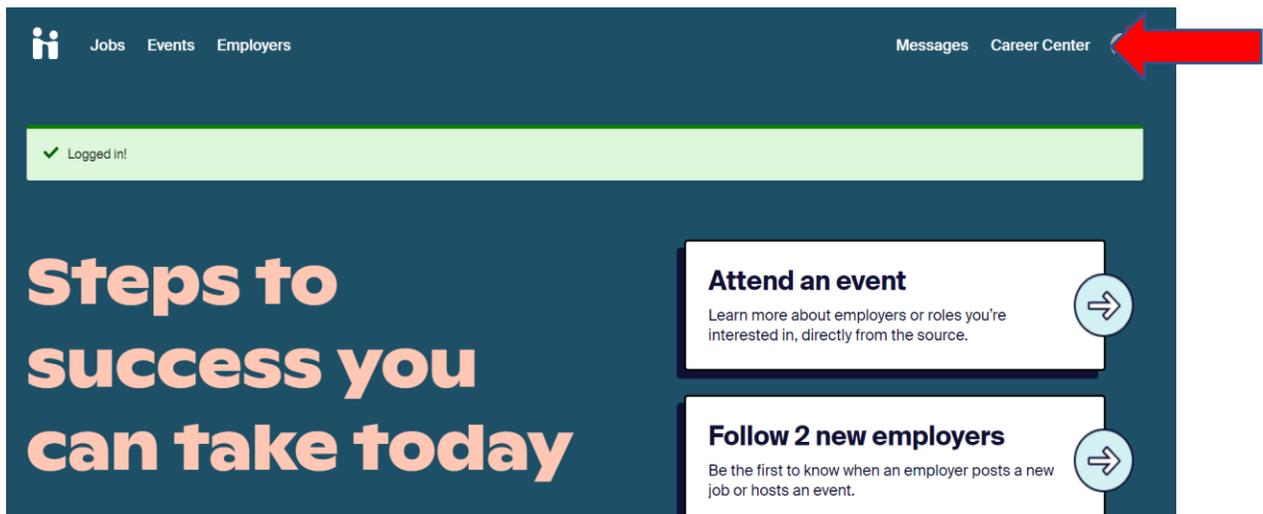
### Step 1: Log on to Rutgers -Newark Handshake

- [Go to Rutgers-Newark.JoinHandshake.com](https://go.rutgers-newark.com/JoinHandshake.com). Log on Using single sign- On (Net ID and password).
- There is no need to create an account as you already have one. Simply use your NetID to sign on as you would any other RU-N platform.
- If this is your first time using the platform you may have to complete your profile details. You can skip this portion and return later if you choose.



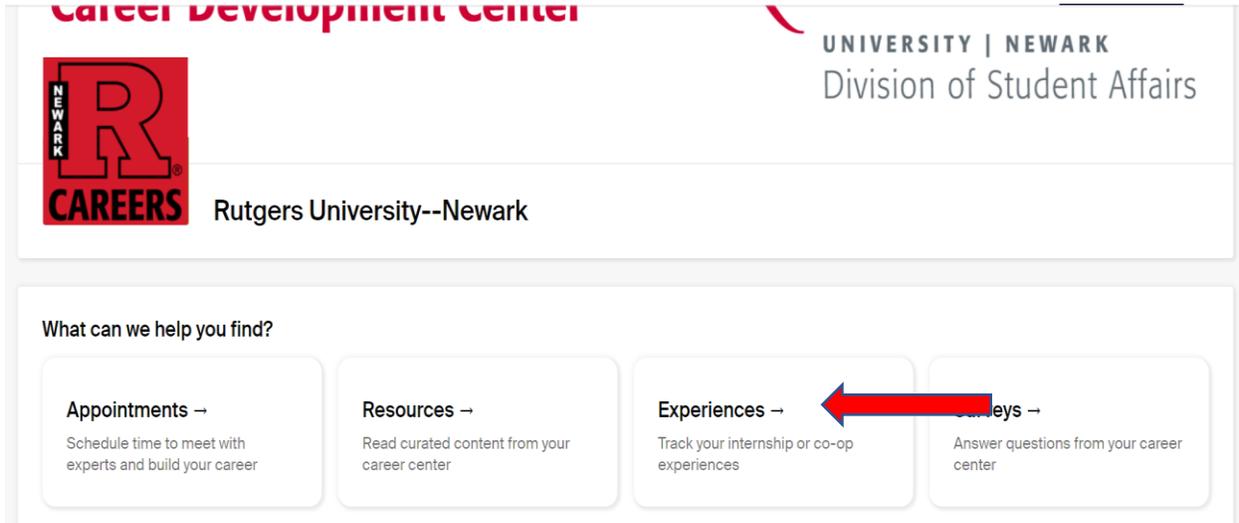
### Step 2 Find Career Center:

- Go to Career Center. This links you directly to the resources offered by the Career Development Center at Rutgers University- Newark.



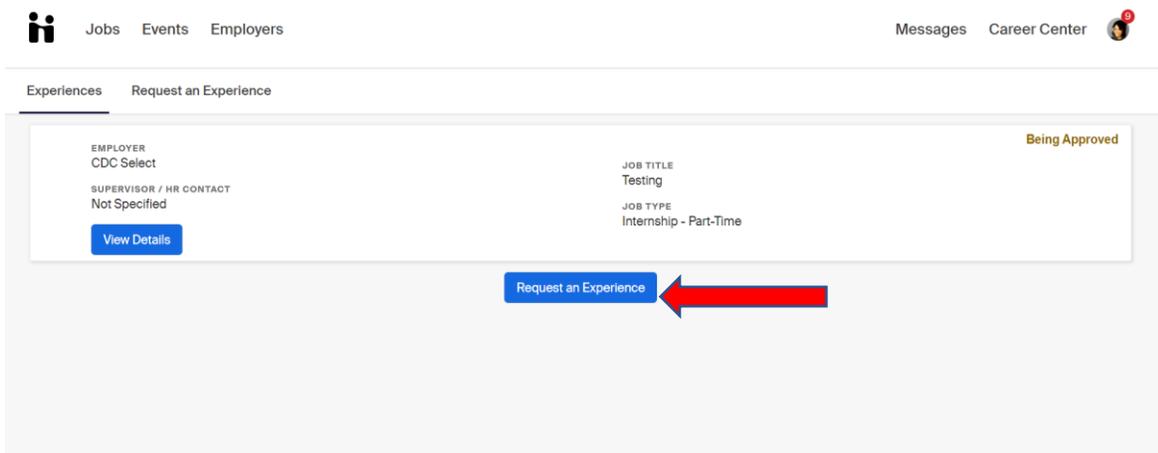
### Step 3 Click on Experiences:

- An internship is one type of experience.
- Click on Experiences



### Step 4 Request an Experience:

- Click Request an Experience. This is where you enter information about the opportunity (Organization name, title, wages, etc) and how it relates to your career goals.
- If a question does not apply to you enter N/A



## Step 5 Enter the details about the opportunity:

### Complete the Details Requested

- For Experience Type: select Student Seeking Credit for Internship at Rutgers University-Newark
- For Term select the term of the internship. This will be listed by the semester and year. For example Fall 2021, Spring 2022. Select the semester when you wish to earn credits for the internship.
- If the employer is already in Handshake the name of the organization will appear. If not, you will have to enter their information.
- You will need to enter your supervisor's name and email address.
- You will also need to enter the Faculty/Internship Director's name and email address.
- Please alert your supervisor that they will be receiving an email that requires their response. They will have 3 business days to respond after you enter their contact information. The emails will come from Rutgers-Newark Handshake.
- Your supervisor or Faculty/Internship Director do not need a Handshake account to complet this form.

The screenshot shows the 'Request an Experience' form in the Handshake interface. At the top, there are navigation links for 'Jobs', 'Events', and 'Employers', along with 'Messages' and 'Career Center'. The form is divided into two main sections: 'Details' and 'Employer'. In the 'Details' section, there are two required dropdown menus: 'Experience Type' and 'Term'. A red arrow points to the 'Experience Type' dropdown, which currently shows 'Select an experience type'. Below this, the 'Employer' section contains a dropdown menu for 'Select an employer', a text input field for 'Location' with the placeholder 'Enter the location of the employer...', a dropdown menu for 'Industry' with the placeholder 'Select an industry', and a text input field for 'Employer Phone Number'.

## Step 6: Click Request Experience

- After entering the requested details. Remember to click the **green** Request Experience button at the bottom right of the page to begin the review process.

**Job**

Job

Select a job

If you do not see your job please type your own

Department

Date

yyyy-mm-dd > yyyy-mm-dd

Job Type

Select a job type

Salary

\$

Offer Date

2021-09-03

Offer Accepted

Yes

No

Undecided

Add experience to profile?

Request Experience



## Remember to

1. Contact your supervisor to alert them that they should complete the requested information as soon as possible.
2. Email the Career Development Center at [careers@newark.rutgers.edu](mailto:careers@newark.rutgers.edu) and [Wenylla.Reid@Rutgers.edu](mailto:Wenylla.Reid@Rutgers.edu) to let us know that you have requested an experience. Also alert your Faculty/Internship Director that you have requested the experience.

This step is very important as this will trigger various functions within the systems such as the mid-term and end of term evaluations.

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