How to Submit Your Placement Agreement

Career Center
INDIANA STATE UNIVERSITY
Step One

Log in to Handshake via the MyISU Portal

Activate Your Sycamore Login:
Use this link above to Activate/Forgotten Password.

Change Password
Log in and change your password with the link above.

University Account Information
Click here to View the FAQS pages.

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Step Two

Select ISU Apps from the Menu on the left
Step Three

Select Handshake Career Service Platform & Log In
Step Four

Log In with your ISU credentials
Step Five

Select Career Center in the top right corner
Step Six

Select Experiences
Step Seven

Select Request an Experience to begin submitting your experience

You have not recorded any experiences yet. Record your experience here when you are hired for a position.

Request an Experience
Step Eight

Select the internship type that best suits you

Types:
• For credit
• Not for credit
• For credit – International Students option
Step Nine

Select the term during which your internship will take place

*Experience Type*
Select an experience type

*Term*
Select a term
- Fall 2020
- Spring 2021
- Summer 2021
- Fall 2021
- Spring 2022
- Summer 2022
Step Ten

Fill out the Employer Section

Make sure to input the full mailing address for the location.
Step Eleven

Fill out the Job Section

Make sure to input the title and start and end date. If your full-time job doubles as your internship, use the start and end date of the semester for dates.
Step Twelve

If your internship is for credit, complete the Faculty Supervisor section. If your faculty supervisor’s name does not appear after inputting their email address, complete the Name, Title, and Phone Number sections.
Every internship type requires a site supervisor. If your site supervisor’s name does not appear after inputting their email address, complete the Name, Title, and Phone Number sections.
Step Fourteen

Select “I understand” at the bottom of the page and then click Next Page

Placement Agreement Form

* Every student participating in a field experience i.e. internships, co-ops, practicums, research, clinicals, student teaching, etc. (both for credit and non-credit experiences) must provide proper documentation prior to the start of the experience. The Placement Agreement Form should be signed by all actively involved parties. All students registered for a for-credit internship must have a completed Student Placement Agreement filed with the Career Center no later than that fifth day of the semester. Students who do not have a completed Student Placement Agreement may be administratively dropped from the internship course.

☐ I understand
Step Fifteen

Read through the Duties and Responsibilities and select “I Accept”, then select Next Page

Duties and Responsibilities of the Intern

- The Intern hereby agrees to the following: 1. The Intern must meet academically defined program requirements for the internship, be in good academic standing, and good conduct standing. To earn academic credit, the student must properly register for an internship class and complete an appropriate internship agreement that includes a position description. 2. The Intern must complete the necessary class registration prior to initiation of the internship experience, and complete the necessary written requirements throughout the internship as indicated. The majority of the internship experience must be completed during the semester in which the student is enrolled in the appropriate internship course. 3. The Intern agrees to abide by the rules and regulations of the Host Organization, as well as the Indiana State University Code of Student Conduct. 4. The Intern is responsible to behave in a professional and ethical manner. The Intern is prohibited from disclosing the Host Organization’s confidential and proprietary information to third parties during and after the internship. 5. The Intern is responsible to disclose to the Host Organization any information that may bear upon his/her capacity to perform in the designated role, as defined in the Position Description. 6. Permissible work absences from the internship site include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excuses. The Intern is responsible to notify the Site Supervisor in case of absence. 7. Due to the nature of an Internship arrangement, the Intern may not withdraw from a placement except in severe and justified circumstances, as determined by the University Sponsor, in consultation with the Host Organization Supervisor. 8. If an Intern feels victimized by a work-related incident (e.g., job misrepresentation, unethical activities, sexual harassment, discrimination, etc.) she/he should report the incident(s) to an appropriate Host Organization Administrator, as well as to the University Sponsor. 9. The Intern is not an employee or agent of the University, and worker’s compensation benefits are not provided to the intern in his/her capacity. The University provides guidance and facilitates internship activities only as a component of the educational experience and accepts no responsibility for loss, damages, or injury to persons or property caused by the intern or others while participating in the internship. The University is not responsible for matters beyond its control. 10. The Intern is responsible for provision of personal health and accident insurance, or the cost of any expense related to lack thereof. Neither the Trustees of Indiana State University nor the University Sponsor is responsible for any medical or legal expenses that may result from injury or illness sustained while participating in the internship. 11. Interns are responsible for individual transportation to and from the Host Organization, unless provision is stated otherwise in the internship agreement. Students are strongly discouraged from use of personal vehicle while performing internship responsibilities, due to the personal liability of such. If necessary for the internship experience, the intern is encouraged to utilize Internship Host (company) vehicles, supported by proper authority of the Host, or for Internship Host employees to provide transportation, or for other means of transportation support to be utilized. 12. In order to protect an Intern’s health and safety and/or to guard the integrity of the internship program, the University Sponsor may take action considered to be warranted, under specific circumstances, including termination of the internship experience.

- I Accept
- I Do Not Accept

Career Center
BLUE SKIES AHEAD

Indiana State University
Step Sixteen

Complete all four items in the Experience Information section

Experience Information

* University Id Number (Numerical Values Only, Do Not Use Dashes)

* Experience Type

* Position Description Summary (Please provide at least 3 sentences)

* Total Hours Required for the Experience (Numerical Values Only, Do not use hours per week)
Step Seventeen

Read through the Academic and Conduct Standing Notice and select “I Accept”, then select Request Experience to submit the form.

General

Academic and Conduct Standing Notice

“I am in good academic and conduct standing with the University, and give my consent for verification of such. I have met with my Internship/Co-Op Site Supervisor and agree to the terms under which this internship/co-op has been created. I will perform all assigned duties to the best of my ability, satisfactorily meeting all requirements noted in my Position Description, which has been approved by my Site Supervisor and Faculty Supervisor and I will pay all applicable University fees while on assignment. By completing your internship agreement form, you are allowing the Career Center to verify that you are in good conduct standing with the University. Verification is provided by the Office of Student Conduct and Integrity and is limited to whether or not you are in good conduct standing. If you are found in poor conduct standing your internship site and faculty advisor will be notified. The full details of your conduct record, should you have one, will not be disclosed. Should I fail to meet these requirements, I may be withdrawn from the agreement, forfeit any academic credit, and lose any scholarship monies related to this experience.

- [ ] I Accept
- [ ] I Do Not Accept

Go Back
Completing Your Agreement

• After you submit your agreement, an email will go to your faculty and site supervisor for approval.

• To Verify Completion of your agreement please follow the instructions on the following slides.

• For any questions concerning your placement agreement contact the Career Center.
  – isu-career-center@mail.indstate.edu
Verify Completion: Step One

Select Career Center in the top right corner

Steps to success you can take today

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

Reply to Indiana Farm Bureau Insurance
Indiana Farm Bureau Insurance messaged you 9 days ago and would love to hear back.

Indiana State University Career Center
View your school's resources
Verify Completion: Step Two

Select Experiences
Verify Completion: Step Three

On the right side of your experience it will show whether it is Pending, Being Approved, or Approved. If you want to review your experience, select View Details.
Verify Completion: Step Four

Scroll down to the Approvers section to see whether your Faculty Supervisor or Site Supervisor have approved the experience.
Questions?

• Contact the Career Center at:
  – isu-career-center@indstate.edu
  – (812) 237-5000