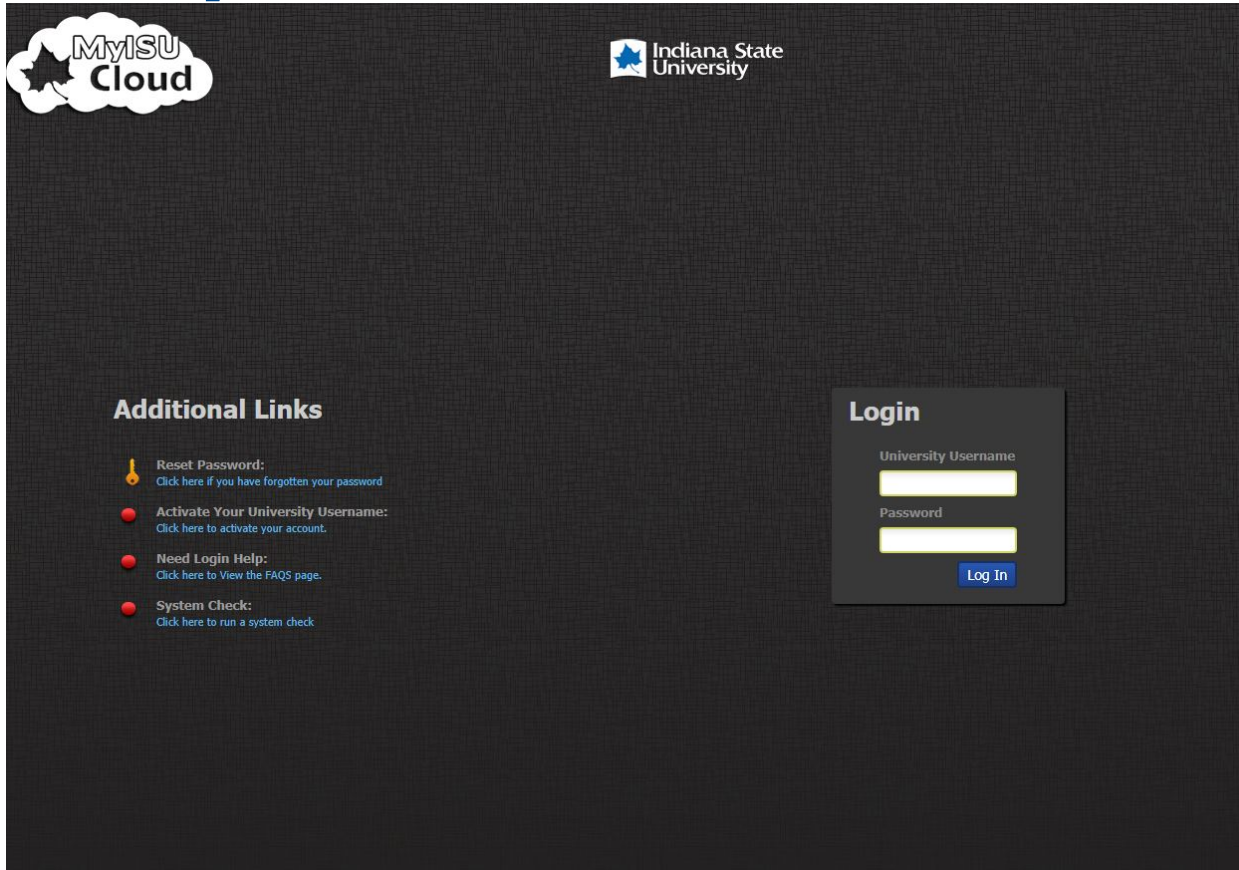


How to Submit Your Placement Agreement

Career Center
INDIANA STATE UNIVERSITY





Step One

- Log in to Sycamore Career Link via the Portal



The screenshot shows the MyISU Cloud login portal for Indiana State University. The page has a dark background with a subtle grid pattern. In the top left corner is the MyISU Cloud logo, and in the top right corner is the Indiana State University logo. The main content area is divided into two sections: 'Additional Links' on the left and a 'Login' form on the right.

Additional Links

-  **Reset Password:**
[Click here if you have forgotten your password](#)
-  **Activate Your University Username:**
[Click here to activate your account.](#)
-  **Need Login Help:**
[Click here to View the FAQs page.](#)
-  **System Check:**
[Click here to run a system check](#)

Login

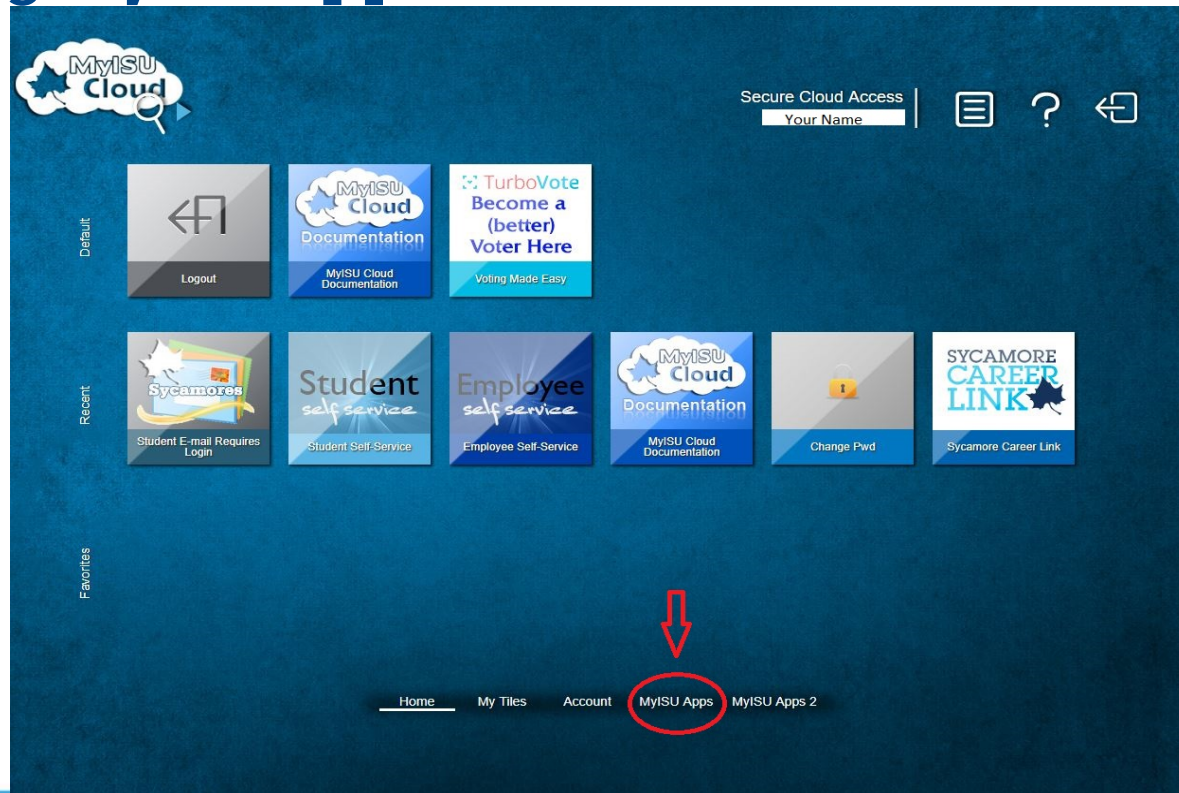
University Username

Password

[Log In](#)

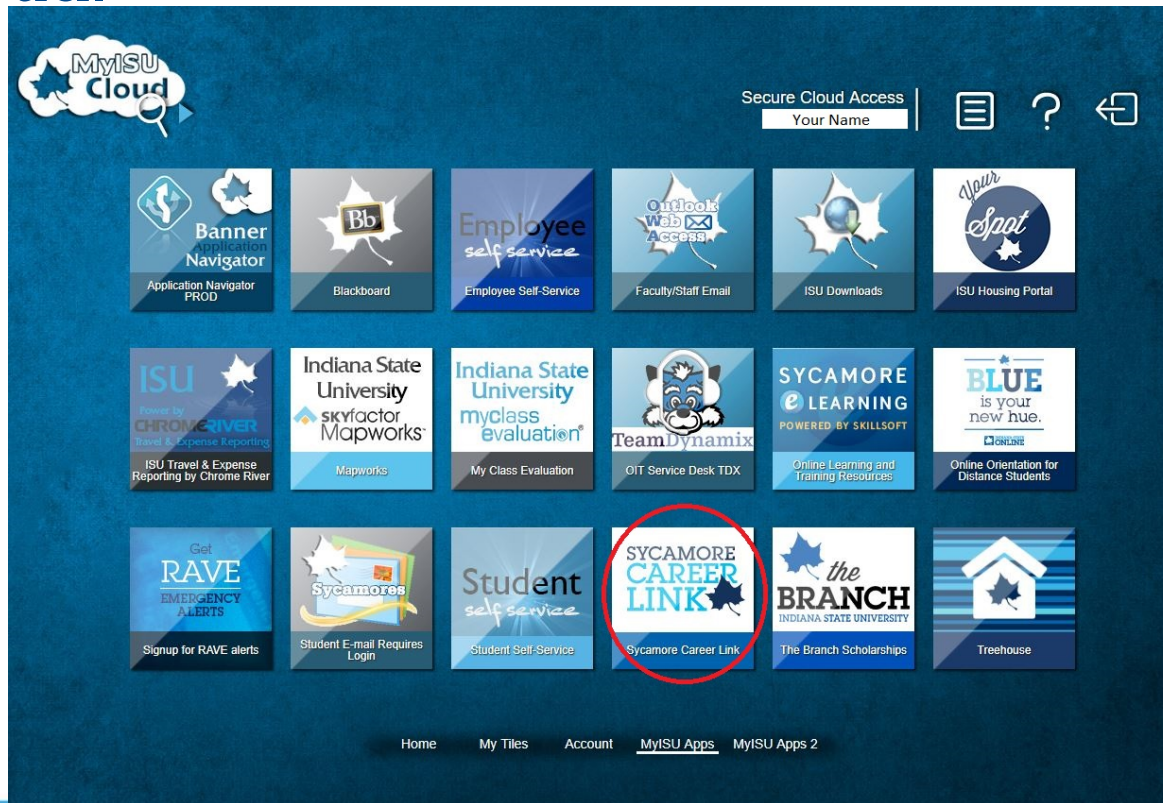
Step Two

- If this is your first time logging into Sycamore Career Link via the portal you will need to add it to your cloud by selecting MyISU Apps.



Step Three

- Select the Sycamore Career Link Badge. Now that you have done this the badge will automatically be placed in your cloud.



Step Four

- On the top of the screen under Career Center, select Experiences from the dropdown menu

The screenshot shows the Handshake Career Center interface for a user named Sycamore Sam. The top navigation bar includes links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and 'Sycamore'. The 'Career Center' dropdown menu is open, displaying options: 'My School', 'Appointments', 'Resources', 'Experiences' (which is circled in red), and 'Surveys'. The main content area is divided into several sections: 'Jobs & Events For You' with a search bar and filters for 'Full-Time Job', 'Part-Time Job', 'Internship', and 'On-Campus'; 'Discover Students at Indiana State' with a map showing 2 students with viewable profiles; and 'Trending Jobs at Indiana State' with a list of jobs including 'Tripp Lake Camp, Hillsdale Community Schools, AXA Advisors, LLC of Cleveland Ohio, and 3 more...'. The left sidebar shows the user's profile strength, visibility settings, and favorite collections.

Step Five

- Select Request an Experience to begin submitting your experience

The screenshot shows the Handshake website interface. At the top, the navigation bar includes the Handshake logo, a search bar, and links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and 'Sycamore'. Below this, a blue header bar contains 'Request an Experience' and a dropdown menu with 'Experiences' and 'Request an Experience' (the latter is circled in red). The main content area is titled 'Details' and contains two sections: 'Experience Type' and 'Term', each with a dropdown menu. Below these is the 'Employer' section, which includes a dropdown for 'Employer', a text input for 'Location', a dropdown for 'Industry', and text inputs for 'Employer Phone Number' and 'Employer Email Address'.

handshake Search For You Jobs Events Students Career Center Sycamore

Request an Experience Experiences Request an Experience

Details

* Experience Type
Select an experience type

Term
Select a term

Employer

* Employer
Select an employer
If you do not see your employer please type your own

Location
Enter the location of the employer...

Industry
Select an industry

Employer Phone Number

Employer Email Address

Step Six

- Select whether your experience is for credit or not for credit and the term of your experience

The screenshot shows the Handshake website interface for requesting an experience. The top navigation bar includes the Handshake logo, a search bar, and links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and 'Sycamore'. Below this is a blue header with 'Request an Experience' and tabs for 'Experiences' and 'Request an Experience'. The main content area is titled 'Details' and contains two dropdown menus. The first dropdown, labeled '* Experience Type', has options 'Select an experience type', 'Internship-(for credit)', and 'Internship- (not for credit)'. The second dropdown, labeled 'Term', has options 'Select a term', 'Fall 2019', 'Summer 2020', 'Spring 2020', 'Summer 2018', 'Fall 2018', and 'Spring 2019'. A small 'Ei' is visible to the left of the 'Term' dropdown.

Step Seven

- Search for the employer you are interning with. If you do not find your employer, type in the company name and complete the Location, Industry, Phone Number, and Email Address sections.

Employer

* Employer

Select an employer

Voya Financial Advisors

Raytheon Company

HD Supply

Northwestern Mutual - Park Avenue

Booz Allen Hamilton

BD (Becton, Dickinson & Company)

Employer Phone Number

Employer Email Address

Step Eight

- Complete the Job section based on your internship experience

The screenshot shows the 'Job' section of the Handshake application. The top navigation bar includes the Handshake logo, a search bar, and links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and 'Sycamore'. The 'Job' form contains the following fields:

- Job:** A dropdown menu with the placeholder text 'Select a job'. Below it, a note reads: 'If you do not see your job please type your own'.
- Department:** A text input field.
- Date:** Two date pickers with the format 'yyyy-mm-dd' and a greater-than sign between them.
- Job Type:** A dropdown menu with the placeholder text 'Select a job type'.
- Employment Type:** A dropdown menu with the placeholder text 'Select an employment type'.
- Salary:** A text input field with a dollar sign icon on the left.
- Offer Date:** A date picker showing '2018-05-04' with a calendar icon on the right.
- Offer Accepted:** Radio buttons for 'yes', 'no', and 'undecided'.

Step Nine

- 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

Approvers

Faculty Supervisor

* Email Address

sycamore.sam@indstate.edu

An approver with this email address does not exist. Please fill out the following fields to create one.

* Name

First Name

Last Name

Title

Phone Number

Step Ten

- Complete the Site Supervisor section. If your site supervisor's name does not appear after inputting their email address, complete the Name, Title, and Phone Number sections

Site Supervisor

* Email Address

An approver with this email address does not exist. Please fill out the following fields to create one.

* Name

First Name Last Name

Title

Phone Number

Step Eleven

- Select “I understand” at the bottom of the form then select Next Page

General

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

Next Page

Step Twelve

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

General

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 student 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.) s/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

[Go Back](#) [Next Page](#)

Step Thirteen

- Complete all four questions in the Experience Information section

General

Experience Information

* University Id Number

* Experience Type

* Position Description Summary

* Total Hours Required for the Experience

[Go Back](#) [Next Page](#)

Step Fourteen

- 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](#)

[Request Experience](#)

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 at isu-career-center@mail.indstate.edu

Verify Completion: Step One

- On the top of the screen under Career Center, select Experiences from the dropdown menu

The screenshot displays the Handshake website interface. At the top, the navigation bar includes the Handshake logo, a search bar, and links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and 'Sycamore'. The 'Career Center' dropdown menu is open, showing options: 'My School', 'Appointments', 'Resources', 'Experiences' (highlighted with a red circle), and 'Surveys'. On the left sidebar, the user profile for 'Sycamore Sam' is visible, showing a profile strength bar and options to 'Add work experiences' and 'Add organizations'. Below this, there's a section for 'Profile Visibility' with a 'Make Profile Public' button. Further down, it shows 'No Favorite Collections', 'No Favorite Jobs', and 'No Favorite Jobs Expiring This Week'. At the bottom of the sidebar, there's a 'NEW! Check out your classmates' profiles!' banner. The main content area is titled 'Jobs & Events For You' and includes a 'Start your job search' section with a search bar and filters for 'Full-Time Job', 'Part-Time Job', 'Internship', and 'On-Campus'. Below this is a section for 'Discover Students at Indiana State' showing '2 students with viewable profiles'. At the bottom, there's a 'Trending Jobs at Indiana State' section listing jobs like 'Tripp Lake Camp, Hillsdale Community Schools, AXA Advisors, LLC of Cleveland Ohio, and 3 more...' with '14 jobs' listed.

Verify Completion: Step Two

- 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

The screenshot displays the Handshake web application interface. At the top, the 'handshake' logo is on the left, followed by a search bar and navigation links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and 'Sycamore'. Below this is a blue header bar with 'Experiences' and 'Request an Experience' tabs. The main content area shows a single experience card for Indiana State University. The card includes the university's logo, the employer name, supervisor information (Not Specified), job title (Intern), and job type (Internship - Part-Time). A blue 'View Details' button is located at the bottom left of the card. In the top right corner of the card, the status 'Pending' is displayed in orange text and is circled in red. The 'View Details' button is also circled in red.

EMPLOYER	JOB TITLE	STATUS
Indiana State University	Intern	Pending
SUPERVISOR / HR CONTACT Not Specified	JOB TYPE Internship - Part-Time	

Verify Completion: Step Three

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

Approvers

Faculty Supervisor

STATUS
Pending

NAME Faculty Name	TITLE Faculty Title
EMAIL ADDRESS Faculty Email Address	PHONE NUMBER Faculty Phone Number

Site Supervisor

STATUS
Pending

NAME Site Supervisor Name	TITLE Site Supervisor Title
EMAIL ADDRESS Site Supervisor Email Address	PHONE NUMBER Site Supervisor Number