Submitting an Experience in Handshake

Creating an Experience in Handshake – New Mexico State University

Purpose

To guide NMSU students through the submission of co-op or internship experiences in Handshake for academic tracking, CPT authorization, and institutional compliance.

Scope

This SOP applies to all NMSU students required to document internship or co-op experiences through Handshake, especially those seeking credit, CPT approval, or financial aid eligibility.

Roles and Responsibilities

- Student: Completes the submission in Handshake and uploads all required documentation.
- Site Supervisor: Verifies job duties and employment details.
- Internship & Co-op Coordinator: Reviews the experience to ensure it aligns with academic or programmatic goals.
- ISSS or Financial Aid Office: Finalizes approval based on student eligibility and type.

Procedure

All students should email coop@nmsu.edu to be added to the Student Co-op and Internship Orientation and complete the required session.

1. Log into Handshake

Visit: https://nmsu.joinhandshake.com
Sign in using your myNMSU credentials

2. Access the Experience Module

Click your profile icon (top-right corner)
Select "Career Center"
Click "Experiences"
Then select "Request an Experience"

3. Select the Appropriate Experience Type

Choose one of the following based on your status:
- International Student | Co-op/Internship
- US Citizen/Permanent Resident | Full-Time Co-op/Internship
- US Citizen/Permanent Resident | Part-Time Co-op/Internship

This selection determines CPT processing or financial aid eligibility routing.

4. Complete the Experience Form

Provide the following required information:
- Job Title
- Employer Name
- Employment Type (Full-time or Part-time)
- Start and End Dates
- Location (City, State, or Remote)
- Job Duties / Responsibilities
- Site Supervisor's Name, Title, Email, and Phone
- Internship & Co-op Coordinator's Name and Email
- Is this for Academic Credit? (Yes/No)
- Weekly Hours Worked

5. Upload Required Supporting Documents

Uploads are mandatory. Your submission will not be reviewed without all of the following documents:

- Job Offer Letter – must be on company letterhead and include the job title, start/end dates (only start date only if experience is longer than one consecutive semester), number of hours per week, salary or hourly wage, and supervisors contact information (including title, address, phone, and email).

- Job Description – detailing the responsibilities and duties associated with the position.

- CPT Application – *Only required for international students applying for Curricular Practical Training (CPT).* This must be completed and signed by all required parties.

Please ensure all documents are submitted in a clear, legible format (PDF preferred). Incomplete submissions will be returned without review.

6. Submit the Experience

Click "Submit Experience" once all fields and documents are complete.
Handshake will notify you of the successful submission and begin the approval process.

🔄 **How to Add Additional Documents to a Submitted Experience in Handshake**

To upload more documents after submitting your experience:

1. **Log in** to Handshake

2. Click on **Career Center**

3. Choose **Experiences**

4. Locate the experience you just created and click **View Details**

5. Scroll down and click **"New Attachment"** to upload additional files

You can repeat this step to add multiple documents such as your **Job Offer Letter**, **Job Description**, or **CPT Application**.

7. Approval Workflow

1. Site Supervisor receives an email to verify job details.
2. Internship & Co-op Coordinator reviews the experience for alignment with academic or program requirements.
3. Final approval is routed based on student type:
- ISSS Office – only for international students requesting Curricular Practical Training (CPT)
- Financial Aid Office – for U.S. citizens or permanent residents, to review eligibility for financial aid-related experiential programs

Students will be notified via Handshake as each step of the approval is completed.

8. After Approval

You may be required to:
- Submit a mid-term and/or final evaluation
- Track the experience's completion in your Handshake account

Resources

- Handshake Help Center: https://support.joinhandshake.com
- NMSU Office of Experiential Learning (OEL): oel.nmsu.edu