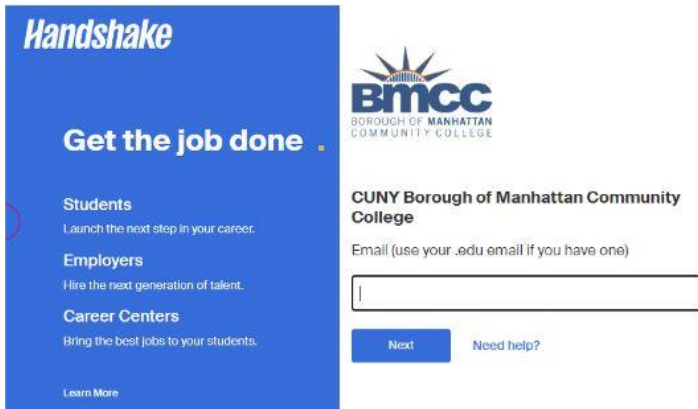


Be ready with your EMPL ID # and your BMCC email address.

Students who want to enroll in the academic internship course must attend an Internship Advisement and Registration session and complete the **Experiential Learning Application** to register. If you would like more details on internships and requirements, please visit our website or contact our office.



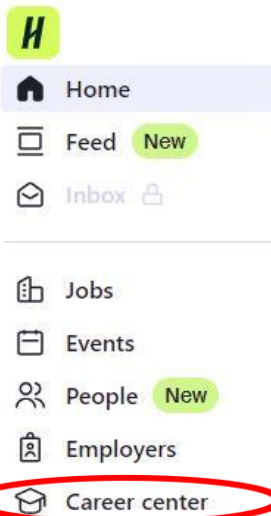
**Step 1 - Go to [Handshake](#) and login**

**BMCC manages ALL INTERNS through Handshake.**

**Handshake is a platform to help you:**

- Search and apply for jobs, internships, and other opportunities.
- Build a résumé through your PROFILE.
- Schedule an appointment with a Career Advisor – this can be great if you don't have a résumé or need help exploring options.
- RSVP for events, workshops, and special programs.

**\*\*Save your log-in information. You will continue using Handshake throughout your internship experience. \*\***



**Step 2 - Fill out the Experiential Learning Application**

Students can access the internship area on Handshake by selecting 'Career Center' (lower left-hand side).

Select 'Surveys' and Select 'Exp. Learning Application'. Make sure to complete **all** fields.

**Please note this is an application to enroll in the course; and not an application for a specific internship.**

### After you submit your application

- **A faculty member will review and approve the application**, then the Office of Internships and Experiential Learning will register you in the course. This process can take close to 2 weeks.
- After you are registered, you will see the course listed on your CUNYFirst schedule for the next semester. You may also be notified by the Office of Internships and Experiential Learning regarding your registration status for the course.

### Using Your Current Job as an Internship Site:

Students at BMCC may already be employed in a full-time or part-time job that relates to their major. In these cases, faculty may give approval for a student to use their job as an internship site. Faculty will work with each intern to develop a plan.

### Criteria:

- An individual supervisor must be identified on site to complete an evaluation on behalf of the student intern/employee.
- Students must complete all requirements and assignments of the internship course.

### Jobs Unrelated to Your Major:

If a student has a full-time or part-time job where their duties are unrelated to their major, they may request special assignments beyond their regular role to fulfill the requirements of the internship course. This may involve special projects, temporary reassignment to another department, or observing and assisting an employee who is working in the student's chosen career field. Prospective interns need to discuss this option with the Internship Faculty leading their course.