

How to enroll in the Carolina Internship Program:

*Please note that enrolling in the Carolina Internship Program happens through Handshake, which is a Career Center platform. The ISSS Office has created this guide, but we are not the expert authority on Handshake or any tech issues related to it.

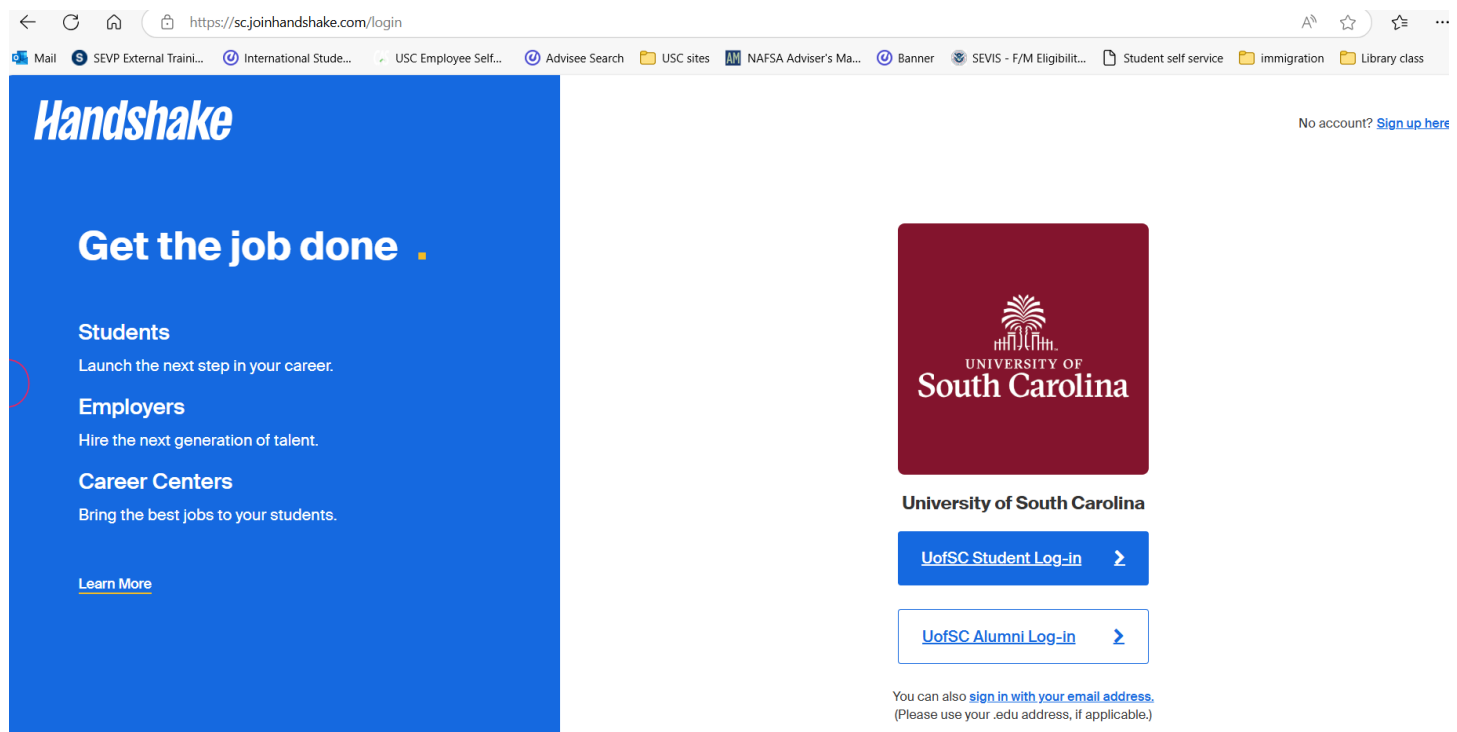
1. Log into Handshake

Navigate via the USC CC website: [Career Center – Search for Jobs](#)

Direct links:

[USC Student Login](https://sc.joinhandshake.com/login) (https://sc.joinhandshake.com/login)

[General Login](#) (main page for all users)



The screenshot shows the Handshake login page for the University of South Carolina. The page has a blue header with the Handshake logo and a navigation bar with various links. The main content area is divided into two columns. The left column, titled 'Get the job done', lists three categories: Students (Launch the next step in your career), Employers (Hire the next generation of talent), and Career Centers (Bring the best jobs to your students). Below these is a 'Learn More' link. The right column features the University of South Carolina logo, the text 'University of South Carolina', and two login buttons: 'UofSC Student Log-in' and 'UofSC Alumni Log-in'. At the bottom, there is a note: 'You can also sign in with your email address. (Please use your .edu address, if applicable.)'

Handshake

No account? [Sign up here](#)

Get the job done .

Students
Launch the next step in your career.

Employers
Hire the next generation of talent.

Career Centers
Bring the best jobs to your students.

[Learn More](#)

University of South Carolina

[UofSC Student Log-in](#)

[UofSC Alumni Log-in](#)

You can also [sign in with your email address](#).
(Please use your .edu address, if applicable.)

Handshake

Let's find your next job

Join Handshake's community of job seekers, the best place for students, early career professionals, and career changers to find jobs and internships.

Email address

Using an .edu email will get you quicker access to Handshake.

Continue

- Insert your **USC email address**
- Create a password
- Write down your login credentials. You will need to access Handshake regularly.

2. Once logged into the home page, select the “Career Center” tab on the left-hand navigation menu.

Handshake

Explore Feed **New** Inbox

Jobs Events People **New** Employers **Career center**

Career center

University of South Carolina

Appointments
Schedule time to meet with experts and build your career

Resources →
Read curated content from your career center

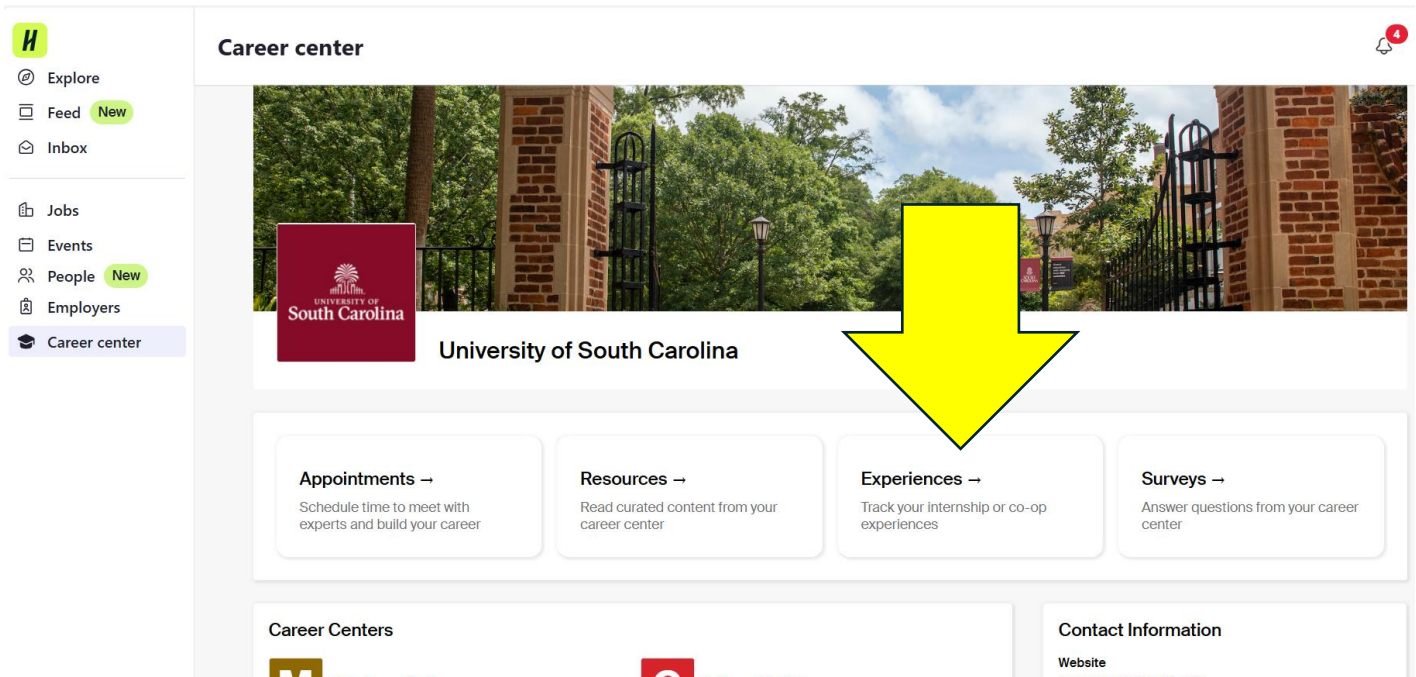
Experiences →
Track your internship or co-op experiences

Surveys →
Answer questions from your career center

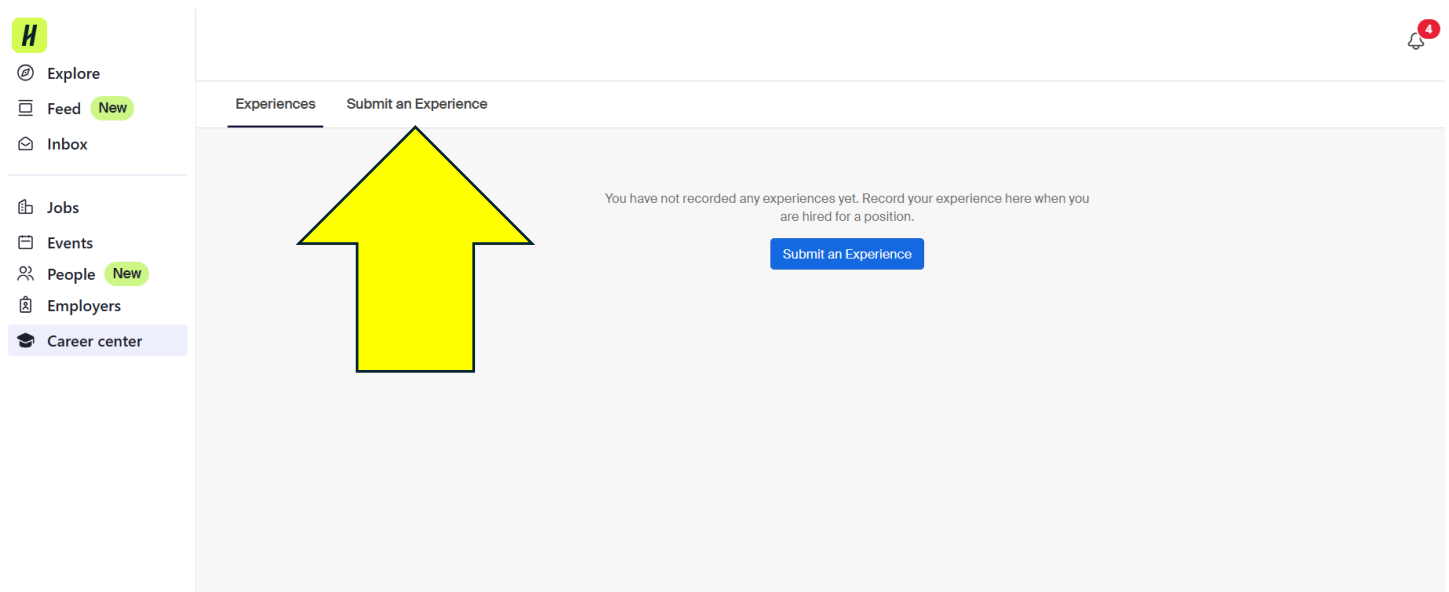
Career Centers

Contact Information
Website
<https://www.careercenter.sc.edu/>

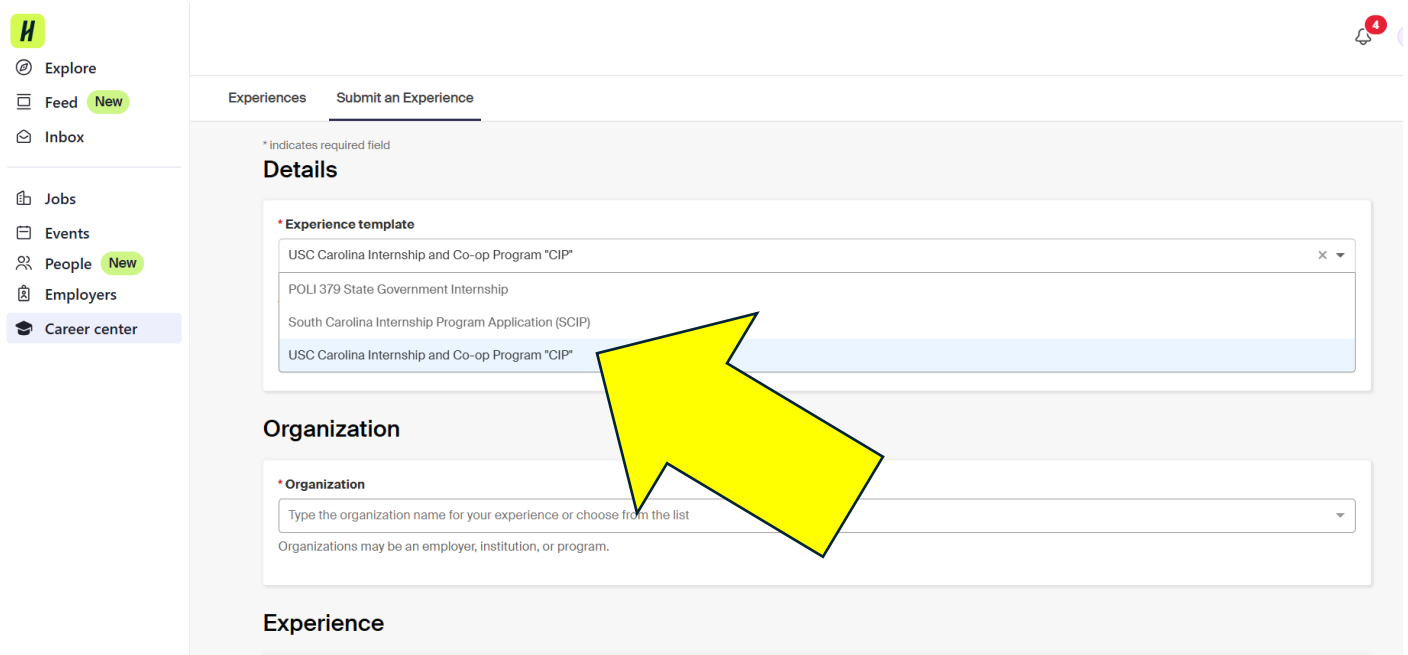
3. Select the third box on this page, titled “Experiences”



4. Click “Submit an experience”



5. Under the Experience template, click the arrow on the right and then select “USC Carolina Internship and Co-op Program CIP”



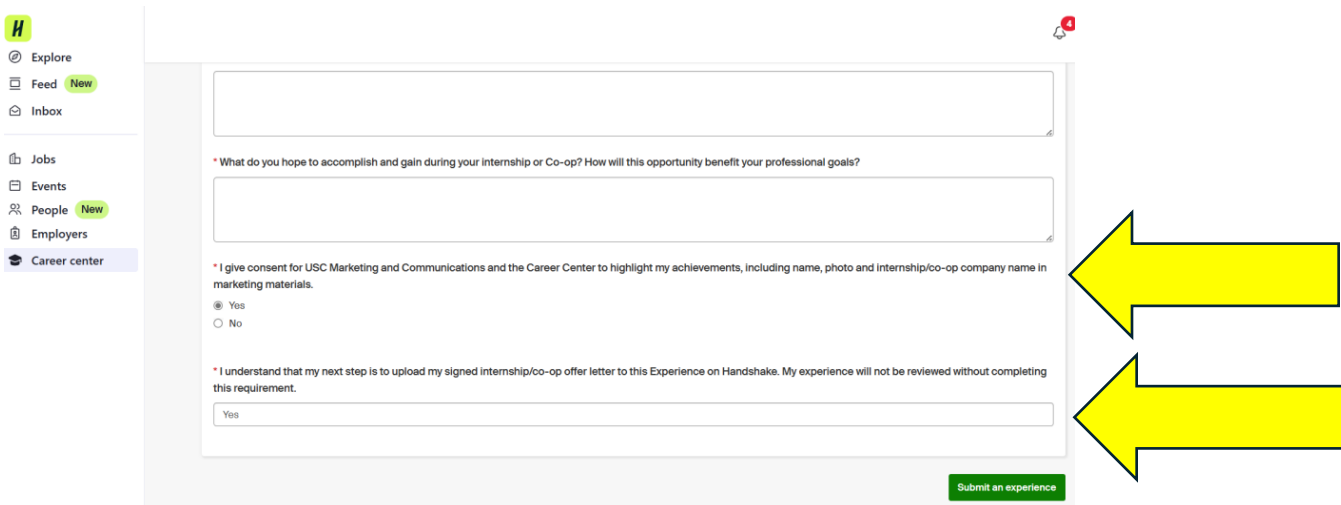
The screenshot shows the 'Submit an Experience' form on the Handshake platform. The left sidebar contains navigation links: Explore, Feed (New), Inbox, Jobs, Events, People (New), Employers, and Career center. The main form has tabs for 'Experiences' and 'Submit an Experience'. A note indicates that an asterisk (*) denotes a required field. The 'Details' section features a dropdown menu for 'Experience template'. This menu is open, displaying a list of templates: 'USC Carolina Internship and Co-op Program CIP', 'POLI 379 State Government Internship', 'South Carolina Internship Program Application (SCIP)', and 'USC Carolina Internship and Co-op Program CIP'. A yellow arrow points to the right-hand side of this dropdown menu, where the selection is made. Below this, the 'Organization' section has a text input field for the organization name, with a note that organizations can be employers, institutions, or programs. The 'Experience' section is partially visible at the bottom.

6. **Term** – select the term in which you will complete the experience

7. **Organization** - Type in the name of the place you will work. This does not have to be exact. You can even write “unsure” if you do not know.

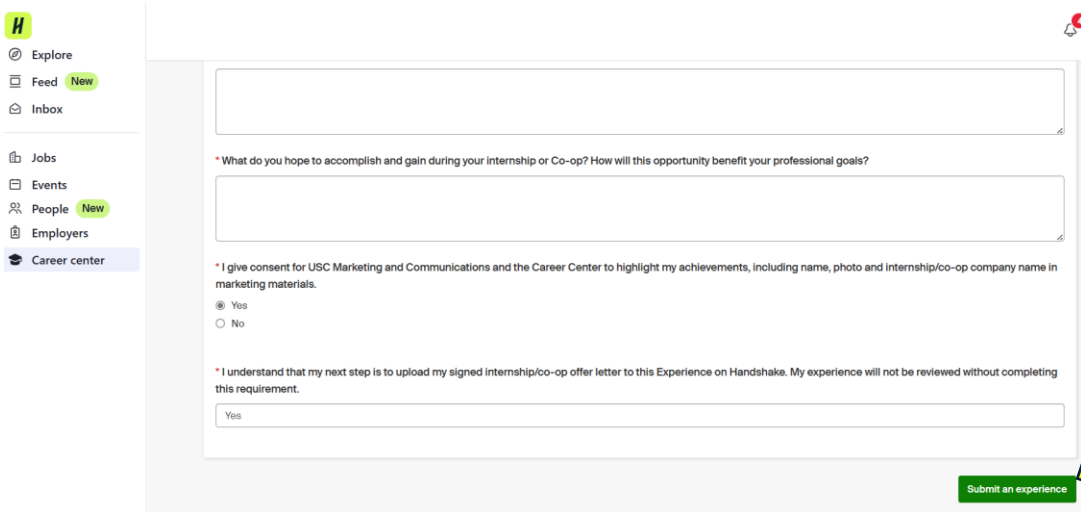
8. **Experience** – Type in the position title.

9. **General** – Answer the remaining questions to the best of your abilities. Use your offer letter/email, company website, and/or contract to help you find the right information. You should answer yes to the final two questions.



The screenshot shows the 'General' section of the 'Submit an Experience' form. It includes a large text area for goals, followed by a question: 'What do you hope to accomplish and gain during your internship or Co-op? How will this opportunity benefit your professional goals?'. Below this is another large text area. The next section is 'I give consent for USC Marketing and Communications and the Career Center to highlight my achievements, including name, photo and internship/co-op company name in marketing materials.', with radio buttons for 'Yes' (selected) and 'No'. The final section is 'I understand that my next step is to upload my signed internship/co-op offer letter to this Experience on Handshake. My experience will not be reviewed without completing this requirement.', with a radio button for 'Yes' (selected). A green 'Submit an experience' button is at the bottom right. Two large yellow arrows point to the 'I give consent' and 'I understand' sections.

10. When finished, click “submit an experience”



The screenshot shows a web interface for submitting an experience. On the left is a sidebar with a green 'H' logo and navigation links: Explore, Feed (New), Inbox, Jobs, Events, People (New), Employers, and Career center (highlighted). The main content area contains a form with three text input fields. The first field is empty. The second field is preceded by the text: "What do you hope to accomplish and gain during your internship or Co-op? How will this opportunity benefit your professional goals?". The third field is preceded by the text: "I give consent for USC Marketing and Communications and the Career Center to highlight my achievements, including name, photo and Internship/co-op company name in marketing materials." Below this is a radio button selection with "Yes" selected and "No" as an option. At the bottom of the form is a text input field with "Yes" entered, preceded by the text: "I understand that my next step is to upload my signed internship/co-op offer letter to this Experience on Handshake. My experience will not be reviewed without completing this requirement." A green button labeled "Submit an experience" is at the bottom right of the form. A large yellow arrow points from the right towards this button.

11. Upload the offer letter and wait for Career Center approval.