

HOW TO RECEIVE ACADEMIC CREDIT FOR AN INTERNSHIP/CO-OP

COLES COLLEGE OF BUSINESS

STEP 1: Obtain an Internship or Co-op position. Students are encouraged to use Handshake, Career Fairs, networking etc. to secure a position that will allow them to learn skills relevant to their academic major

STEP 2: Completion of the **Internship/Co-op Application** on Handshake by the **Application Deadline of 1/4/19.**

- Log on to Handshake : <https://kennesaw.joinhandshake.com>
- Select “Experiences” from the “Career Center” tab
- Select “Request an Experience” to create a new application
- Make sure that you select your correct Major and SPRING 2019 from the drop down menu
- Enter your position’s SUPERVISOR as the “Approver” and include contact information
- Upload an “Offer Letter” to ensure processing, if no offer letter is listed, we will contact your supervisor through Handshake for approval

*Note: You may request an Offer Letter from your supervisor: It should contain **position, start date, hours/week and salary***

STEP 3 Processing and Approving your Application:

- Your application will be reviewed on Handshake by an Internship Advisor to ensure you meet the minimum requirements for your academic program. Each department provides specific guidelines, check out our page <http://careers.kennesaw.edu/business> to see summarized requirements for your specific major
- NOTE: Some departments require additional approval (for example MKTG/PS internships must also be approved by Dr. Lester)
- Once your application has been APPROVED, an Internship Advisor will provide you with a course “override” and email you the CRN & instructions on how to register that you need to follow step-by-step

STEP 4 Registration

- Internship/Co-op is a “Variable Credit” course which means you must register for the amount of credits you have been approved for. Instructions will be provided in your approval email.
- You need to register yourself by the last day of Drop/Add (**01/13/19** at 11:45 PM)

IMPORTANT DATES FOR SPRING 2019

01/04/19 Application Submission Deadline

01/13/19 at 11:45 PM: **FINAL DEADLINE** when you MUST BE REGISTERED

PLACEHOLDER APPLICATIONS – Still looking for an internship/co-op, but haven’t finalized one yet?

Submit a **placeholder application***** on Handshake! (Simply respond to questions with generic answers, for example: Title: PLACEHOLDER or Employer: PLACEHOLDER)

***Applications **WILL NOT be approved** for credit unless they are edited with correct (verifiable) details in time for processing and registration deadlines. Incomplete applications will be declined. Please see your Internship advisor with any questions.

ACADEMIC COURSE - Internships & co-ops are academic courses. Login to D2L for course requirements.

Email Kirstie Colin, kcolin1@kennesaw.edu with questions



@KSUcareers



Department of Career Planning
and Development

careers.kennesaw.edu
470.578.6555