College of Computing and Software Engineering
Experience Application Instructions

These instructions are intended for students who have received a co-op or internship position and are either seeking co-op credit (COOP 2000 course) or academic credit for their experience. Please contact your career and internship advisor, Jen Yelton (jyelton1@kennesaw.edu), with questions about the application. Please note, prior to filling out the application, you should already have secured a position and have determined your eligibility for academic credit (contact Dawn Tatum, dtatum7@kennesaw.edu) or co-op credit.

1. **Navigate to Handshake** (https://kennesaw.joinhandshake.com) and **log-in** using your NetID and password. **Select** “Career Center” > “Experiences.”

2. **Select** “Request a New Experience.” **Tip:** After you’ve completed your application, you’ll be able to find it and check its status in this window as well.
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3. **Select** your “Experience Type.” As a student in the College of Computing and Software Engineering, you will select **“College of Computing and Software Engineering (CCSE).”** You can begin typing this title to search for that particular type and select it, or select it from the drop-down box. Additionally, **enter the term** for which you are requesting credit. Please note, retroactive credit will not be granted for past experiences.

4. **Enter** the details for your employer. **Complete** as much of the employer information as possible for your work site. **Tip:** The employer phone number and email address can be general contact information for your site. You will enter your supervisor’s specific information later in the application.

5. **Enter** the details for the job you will be working in. If the position was posted in Handshake, it may autopopulate information when you begin typing. If not, you’ll be able to enter the details on your own. **Tip:** You may enter the beginning/end dates of the semester for your start and end dates if you are not sure what they will be. You can find these dates on the [academic calendar](#).
6. **Enter** the contact information for your supervisor at your internship site. This information often can be found in your offer letter. This individual will receive an email asking them to affirm the details of your application and that you will be working in the position you've listed; this approval is needed to process your application correctly. **Tip:** If a supervisor's contact information is already located in our database, it may autopopulate as you type their email. If not, you'll need to enter their information yourself.
7. **Complete** the general application questions for the position. Depending on if you are completing a co-op or an internship, as well as what your classification and standing are, these questions may differ. The next section covers specific feedback on how to answer these questions. Your response to the first question should be “yes.”

8. **Enter** your preferred contact information, current enrollment status and select your major.
9. **Re-enter** your supervisor’s contact information. Please fill out all required boxes.

10. **Indicate** what type of credit you are seeking. Students who wish to enroll in the COOP 2000 course should indicate “Undergraduate Co-op Credit” or “Graduate Co-op Credit.” Students seeking academic credit for a single co-op rotation or for an internship experience should indicate one of the academic credit options. Please note, Software Engineering students seeking academic credit for an internship should select “Software Engineering Internship – Academic Credit.”
11. Depending on your selection, you’ll receive a different screen:

**Undergraduate/Graduate Co-op Credit**
Indicate which rotation you will be completing as well as that you understand you’ll need to resubmit an application prior to each semester rotation to be enrolled in the COOP 2000 course.

**Academic Credit – Undergraduate/Graduate/Software Engineering Internship**
Read your specific learning objectives for the position and affirm your understanding of them. Select which method of the course you’d like to be enrolled in.
12. **Fill out** the remaining application questions. **Tip:** For “Position Type,” if you’re taking on a new project at work to count as internship credit, select “Additional Duties,” and enter these duties in the following box. Please note, you must work full-time for a position to count as co-op. For an internship, you must work at least 150 hours for the semester you are seeking credit.
13. **Submit** your application using the green “Request Experience,” button at the bottom of the page. After your application loads, **attach** a copy of your offer letter for the position. Use the “New Attachment” button on the application to attach your offer letter.