

Guiding Principles for Internship/Co-op Participation

Student Responsibilities

- **Registration:** Students approved to receive academic credit for an internship or co-op experience are responsible for ensuring that they correctly register for the course during the associated registration period.
- **Academic Credit:** Students recognize that they are receiving academic credit as part of an internship/co-op course and must ensure that they complete all required course assignments. Failure to do so may result in the forfeiture of approved credit hours and/or a failing or unsatisfactory grade.
- **Email:** Students are expected to review their KSU student email regularly (at least once per week) for any notifications, assignments, or other updates related to their internship/co-op participation.
- **Supervision:** Students are expected to be supervised by an industry-established professional. Students cannot be supervised by a recent graduate (within the past academic year) or a family member. Students are also not permitted to supervise other intern/co-op students.
- **Working from Home:** Students are not permitted to work in a private home or from their own home without specific approval.
- **Professionalism:** Students are expected to behave in a professional manner at all times. Students participating in an internship/co-op experience understand that they represent Kennesaw State University and, as such, are expected to make every effort to meet the standards set forth by the University and the employer.
- **Rules and Regulations:** Students are expected to respect and abide by all regulations and rules established by their on-site supervisors, as well as all organization policies and procedures.
- **Attendance and Punctuality:** Students are expected to be present and punctual for all scheduled work shifts. Should students need to be absent due to illness or family emergency, students are expected to provide as much notice as possible to their on-site supervisors. Should extended absences from the workplace be necessary, students are expected to notify the faculty instructor for their respective internship/co-op course.
- **Changes in Supervision/Duties:** Students are expected to notify their faculty instructors and career and internship advisors (CIA) of any changes in on-site supervisors as well as significant changes in duties/responsibilities from those outlined in their initial applications.
- **Insurance:** Career Planning and Development does not provide any type of insurance coverage for students participating in an internship or co-op for academic credit. Students are responsible for obtaining any and all necessary insurance required by their internship/co-op employer.
- **Liability:** Students understand that KSU assumes no responsibility for personal injury incurred during the course of their internship/co-op participation.
- **Concerns/Grievances:** Students should contact their CIA or faculty instructor with concerns related to sexual harassment or other grievances with their internship/co-op worksites and/or on-site supervisors.
- **Use of Personal Vehicle:** Student understands that if he or she is using a personal vehicle when traveling to or from internship or for the benefit of the internship/co-op employer, KSU has no liability for personal injury or property damage which may result from its use. Student agrees to rely solely on personal vehicle insurance or insurance provided by internship coverage, if applicable.
- **Cancellation/Dismissal:** Student understands that the employer may cancel the internship or dismiss the student from the internship. KSU will act to see that you are treated fairly, but KSU cannot control the employer's decisions. If you are qualified to continue in an alternate

internship or co-op, KSU will make reasonable efforts to assist you in securing an alternate internship or co-op.

Employer Expectations

- Employers should identify an on-site supervisor to oversee the responsibilities and assigned duties of the intern/co-op student.
- Employers are expected to orient intern/co-op students to their organization's policies and procedures, including all necessary safety rules and regulations.
- Employers should report any concerns related to a student's internship/co-op participation (including but not limited to inappropriate behavior, excessive absences, violations of rules and regulations, etc.) to the faculty instructor or a Career Planning and Development representative so that appropriate action may be taken.
- On-site supervisors are expected to complete a performance evaluation sent to the organization for each assigned intern/co-op student for each work term and should return the evaluation promptly.
- Employers cannot guarantee academic credit for an internship or co-op experience. Career Planning and Development reserves the right to disallow future student participation in an employer's internship/co-op activities should it be deemed inappropriate.

Internship/Co-op Processes and Procedures

- To receive academic credit for an internship/co-op experience, students must submit the required application through Handshake and requested documentation prior to the semester in which they intend to complete the experience. Approval of the internship/co-op application does not register the student for credit. The student must still be cleared, and register for the appropriate section.
- Applications should be submitted in a timely fashion and students are expected to follow-up on any pending applications. Applications must be submitted no later than final registration for the upcoming semester. Applications received after final registration are not guaranteed to be processed before the end of the registration period. Individual department deadlines may vary and students are responsible for ensuring that all appropriate documentation is submitted by their specific deadlines.
- Students should allow at least 1 week for the processing of an internship/co-op application.
- Students are responsible for submitting applications and related internship/co-op documentation that is complete and accurate to the best of their knowledge. Students are responsible for notifying Career Planning and Development and their faculty instructors of any significant changes in supervision or internship/co-op responsibilities after applications and documentation have been submitted.