Important Notice: These instructions are intended for students who are currently enrolled at Kennesaw State University who have received an internship or co-op position and are either seeking internship or co-op experience credit or academic credit for their employment experience. If you are experiencing any difficulties in completing the outlined steps to receive internship or co-op experience credit please contact your career and internship advisor, at 470-578-6555, with questions. Please note, prior to filling out the application, you should already have secured a position and have determined your eligibility for academic credit or co-op credit by visiting careers.kennesaw.edu.
Completing the Internship & Co-op Experience Application

**Step 1:** Go to [www.careers.kennesaw.edu](http://www.careers.kennesaw.edu). Select “Students” to start the process of applying for internship and co-op experience credit.

**Step 2:** Select the “College” you wish to apply for internship and co-op experience credit in to start the application process.

**Step 3:** Once you have accessed the colleges page you wish to apply for internship and co-op experience credit you will need to locate and select “Apply for Academic Credit”. Once you have selected your “Program of Study” click the “Apply” option. **Please note, prior to filling out the application, you should already have secured a position and have determined your eligibility for academic credit or co-op credit**
Completing the Internship & Co-op Experience Application Continued

**Step 4:** Once you have determined your eligibility for academic credit or co-op credit and successfully selected the “Apply” option you will automatically be directed to log-in to handshake (https://kennesaw.joinhandshake.com/). Log-in to handshake using your NetID and password.

**Step 5:** After you have successfully logged-in to handshake you will need to navigate to the “Career Center” section located in the upper righthand area and select “Experiences” from the drop down menu.

**Step 6:** 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.
Completing the Internship & Co-op Experience Application Continued

**Step 7:** Select your “Experience Type”. You will select from the drop-down box the college that you wish to apply for internship and co-op experience credit within. Additionally, enter the term for which you are requesting credit. **Please Note**: Retroactive credit will not be granted for past experiences.

**Step 8:** 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.

**Step 9:** 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.
Completing the Internship & Co-op Experience Application Continued

**Step 10:** 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.

**Step 11:** Complete the general application questions for the position. Depending on if you are completing a internship or an co-op, 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.”

**Step 12:** 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 or any other additional required documents.