LEARN THE REQUIREMENTS TO APPLY YOUR INTERNSHIP OR CO-OP OPPORTUNITY FOR EXPERIENCE CREDIT

Reporting an Internship or Co-Op Experience

Developed By:
Kennesaw State University
Department of Career Planning & Development
Go to www.careers.kennesaw.edu. Select “Students” to start the process of getting credit for an internship or co-op experience.
Select the "College" you wish to gain experience credit for to start the application process.
Step 3

**Locate and select** "Apply for Academic Credit".

**Locate and select** your "Program of Study".

Once you have selected your "Program of Study" click "Apply" or follow the instructions provided.
Step 4

Once you have selected "Apply" you will be automatically redirected to the handshake login. Enter your KSU Netid and password to continue.
Once you have successfully logged-in to handshake locate and select "Experiences" under "My University".
Step 6

After locating and selecting "Experiences", locate and select the "Report an Experience" in the upper right.
Choose the appropriate “Term” in which you are seeking internship/co-op experience credit.

Make sure to enter: The name of the Company you are working for in the “Employer” field.

Keep in mind: Fill out as much information as you can. If information is missing, your form will not be processed.
Step 7

The "Job" selection may remain empty unless the position was accepted through handshake.

Make sure to enter: The job title of your position within the "Job Title" field.

Keep in mind: These dates must fall within the semester’s start and end dates in which you are requesting internship/co-op experience credit.

Please enter your “start date” as the first day of classes for the semester you wish to earn internship/co-op experience credit for and enter in last day of classes for the semester in the “end date” field. (www.registrar.kennesaw.edu/dates-deadlines)

Make sure: To complete all required fields to the best of your knowledge.
Keep in mind: Your "Supervisor/HR Contact" information must be accurate in order for your experience application to be processed.

Make sure: Complete all required questions within the "General" section of the experience application.
CCSE & CE&ET Students: You are required to submit your job offer letter online. Continue to Step 9.

Co-Op Students: You must resubmit an experience application each semester to receive academic credit for your co-op semester/rotation experience.

Complete Application: Once you have completed all required experience application questions, click “Create Experience”.
Step 8

Supervisor Approval Request: Each experience application submitted requires the successful approval of your supervisor. It is your responsibility to notify and inform them they are required to complete the supervisor approval request. This evaluation will be e-mailed to your supervisor 3-5 business day after you have submitted your experience application for processing.

Supervisor Evaluation Deadline: Your supervisor will only have two weeks after you have completed the experience application to approve your internship or co-op experience.
Step 9

Once you have successfully submitted your experience application in handshake, locate and select "Experiences" under "My University".

CCSE & CE&ET Requirement:
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After locating and selecting "Experiences". Locate and select "View Details".
CCSE & CE&ET Requirement:

After locating and selecting “View Details”, select “New Attachment” to upload your job offer letter.
Step 9

CCSE & CE&ET Requirement:

After selecting "New Attachment". Enter in the "Name" field "Job Offer Letter" and then select "Browse". Upload the file to handshake.

After uploading your job offer file to handshake then select “Create Attachment”. If successful, you will receive the message “Attachment was successfully created”.
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