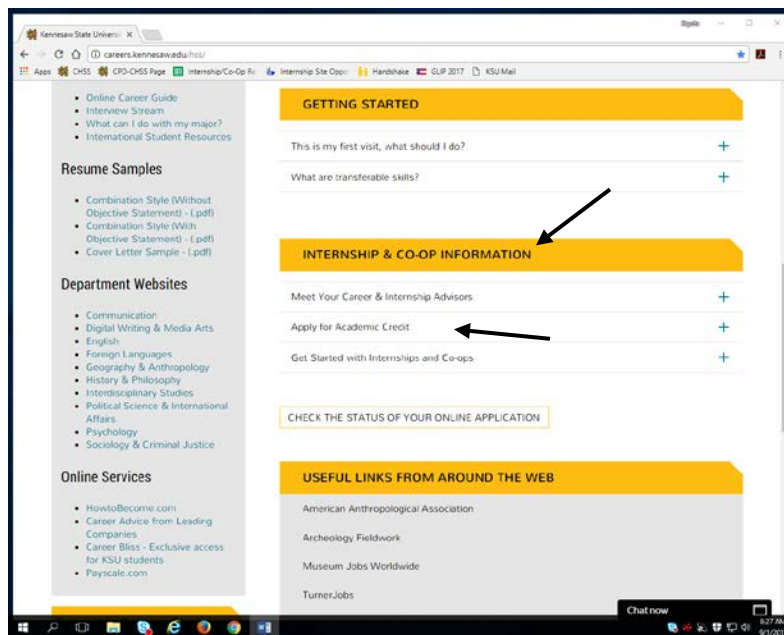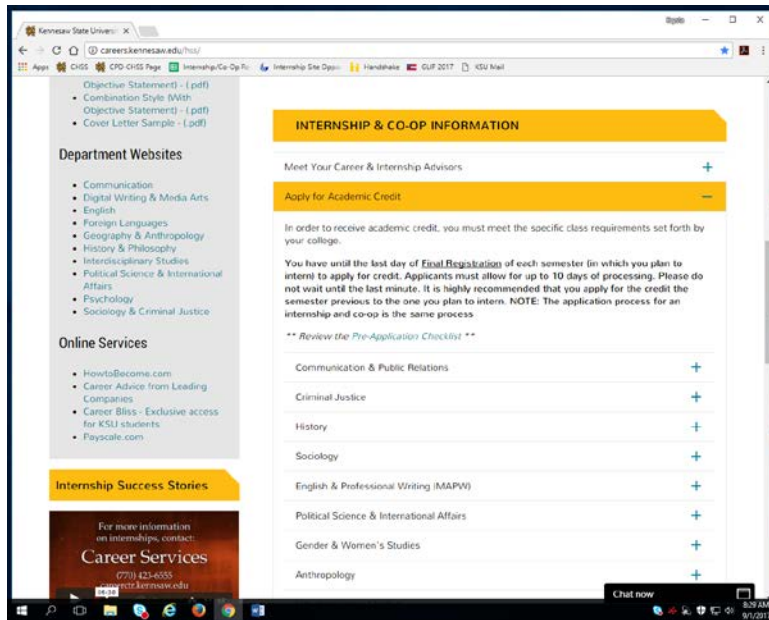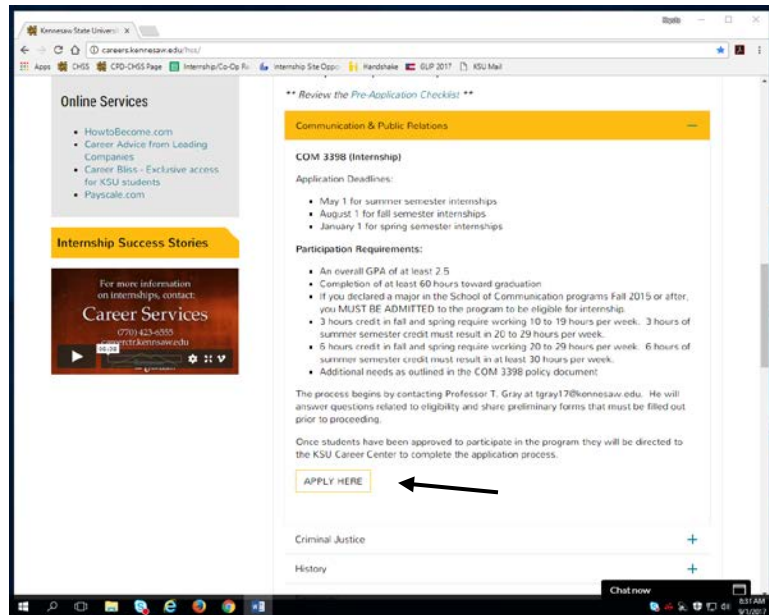1. Visit the Humanities and Social Sciences page on the Department of Career Planning and Development website.

2. Scroll down to the Internship & Co-op Information, and click on Apply for Academic Credit.

3. Click on your major, and read the eligibility and participation requirements.

4. *After you've read the eligibility and participation requirements, click Apply Here.*
   *Note: If you are a Geography, GIS, Psychology, Gender & Women's Studies, Interdisciplinary Studies, or Modern Language & Culture, you will not fill out an application for internship credit through this site. Please contact your department to learn more details about their process.
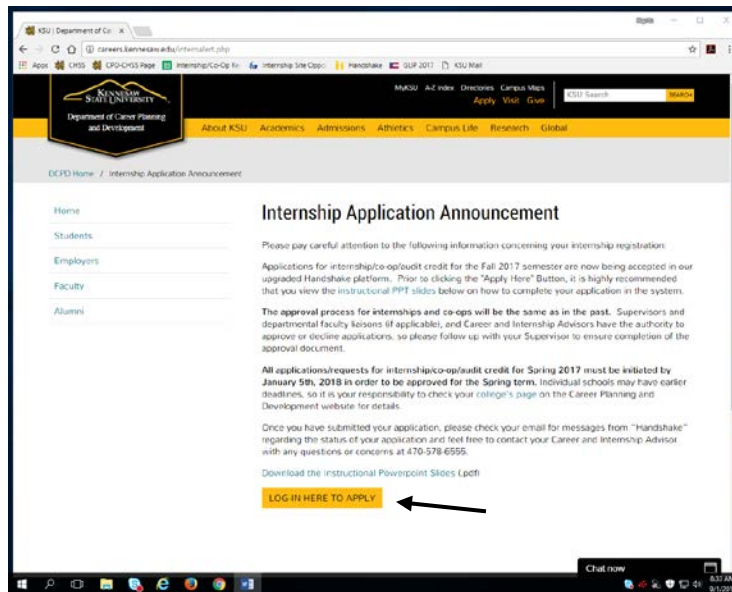
5. Please read the Internship Application Announcement to learn more about deadlines. Then, click Log In Here To Apply.
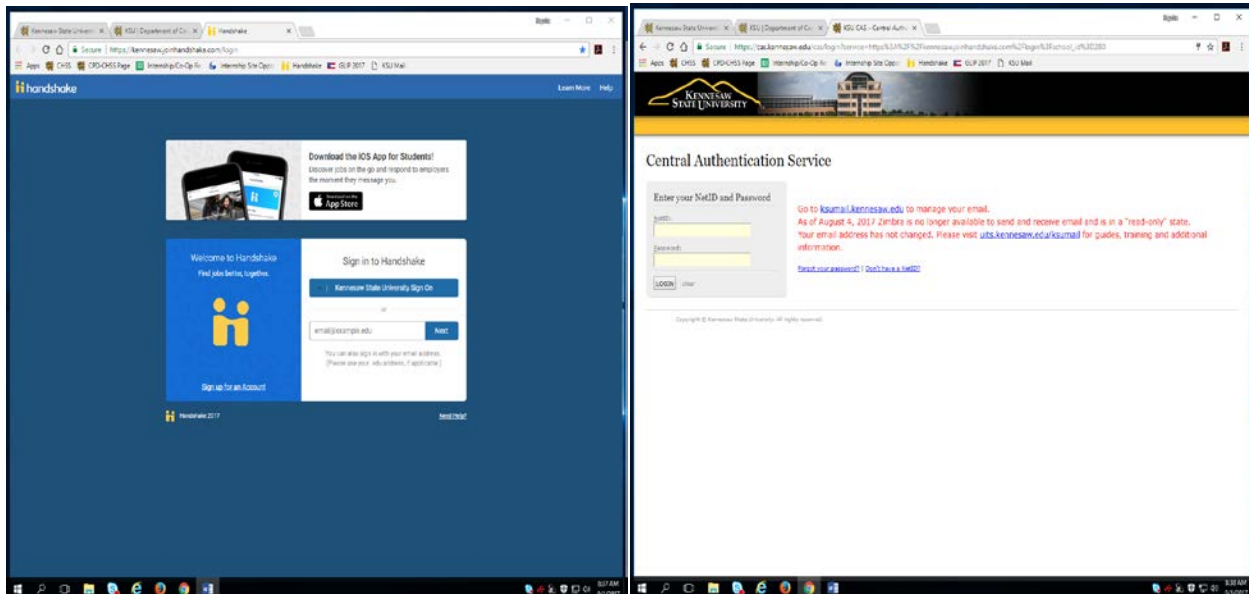

6. Click Kennesaw State University Sign On. Then, log in with your NetID and password. This will be the same log in information you use to log into Owl Express.
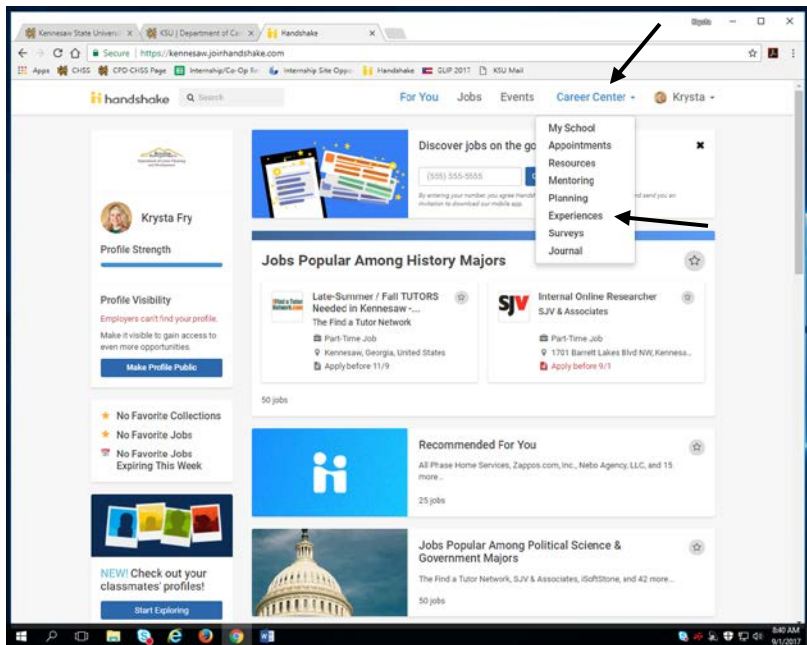
7. Once you log into Handshake, click the Career Center tab in the top right hand corner. Then, click Experiences.
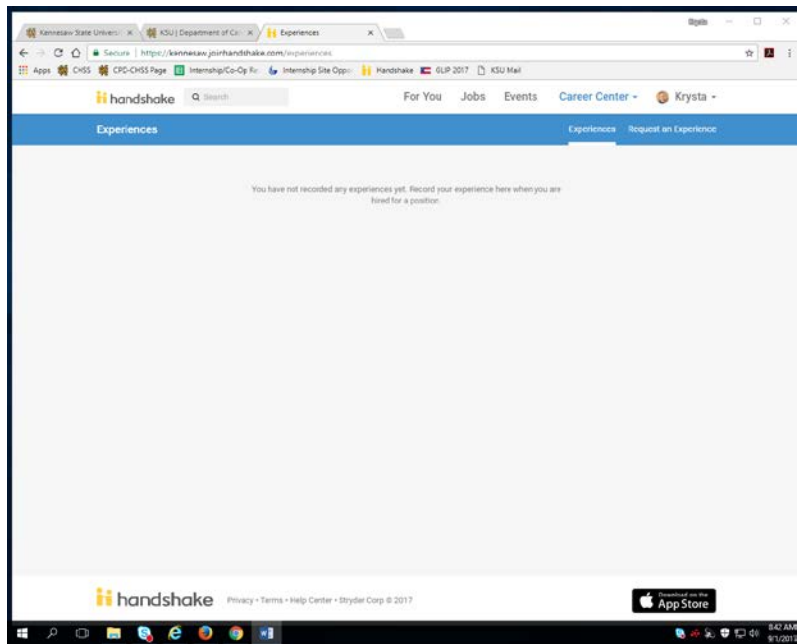
8. Click Request an Experience to begin your application for internship credit. Keep in mind that you should complete this application after you've ensured that you're eligible to receive credit through your department **AND** after you've secured your internship site.
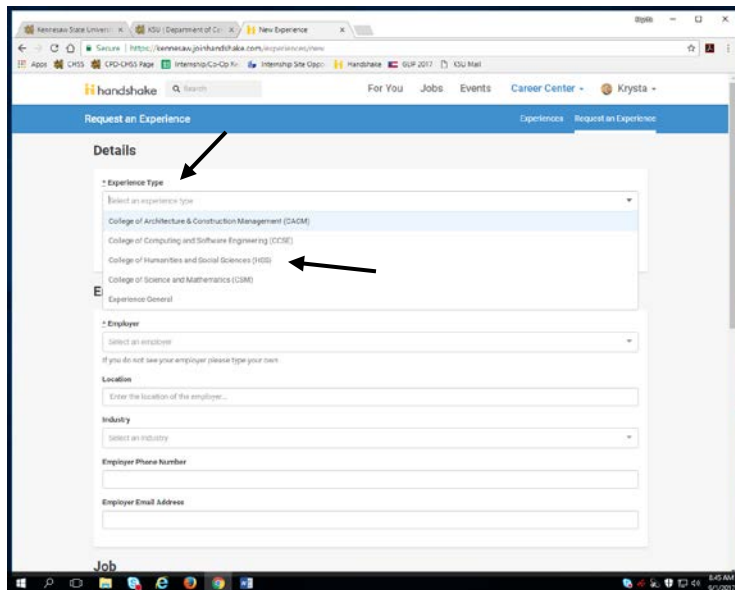
9. Click Experience Type to select the appropriate internship credit application for your major. Please select College of Humanities and Social Sciences (HSS).
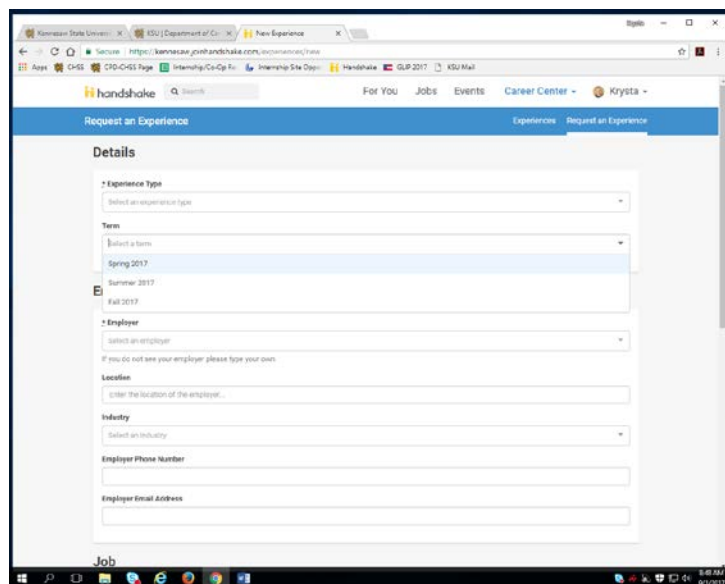
10. Select the term in which you're applying for internship credit. Please note that you may not receive retroactive credit for an internship.

11. Complete as much of the Employer section as possible. The Employer information will be the general information for your internship site. The Employer Phone Number and Employer Email Address can be general contact info for your site.


12. Scroll down to the Job section and complete this section. In the Job field, type in the title you'll have at your internship/co-op site. In the Department field, enter the department you'll be working in at your internship/co-op site. The start and end dates should correspond with the start and end dates of the academic semester in which you're applying for credit. These dates can be found on the University's academic calendar. Under Job Type, please indicate whether you're participating in an Internship or Cooperative Education (co-op). In the Salary and Pay Period fields, please indicate your pay and rate of pay. Then, indicate if you've accepted the offer from the internship/co-op site. (Hint: you should have already accepted the offer if you're completing this application for academic credit.)
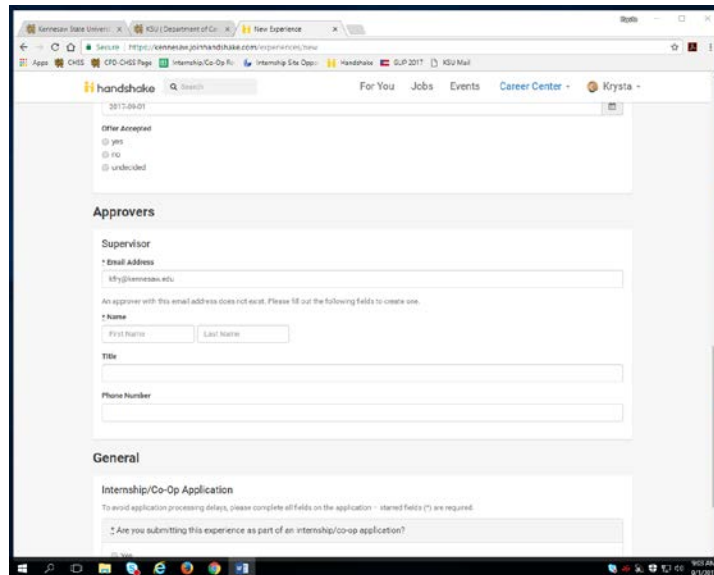
13. The Approvers section is where you will enter in the information of the individual at your internship site that will be supervising you. This should NOT be your Career and Internship Advisor or Faculty member in charge of your academic course. Please ensure that this information in complete and 100% accurate as it will be used to approve your application.
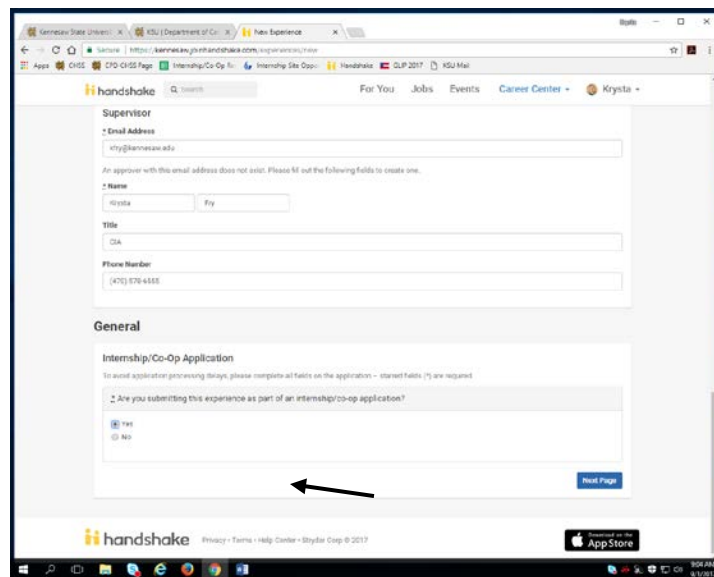
14. Once you've completed this page in its entirety, please click Next Page.

15. Please continue to fill out the fields on this next page in its entirety.

16. Please select your major from the drop down list under the Requested Major/Minor Credits to be Applied. Then, under Enrollment Status, indicate whether you are a full-time, part-time, or fully-online learner. If you're an Online Learner, please indicate as such here. Your registration information for the internship/co-op will be determined based on your selection. Then, click Next Page.

17. Please re-enter your supervisor information. This piece is included to verify that all of the information is correct. Remember, this should be the information of the individual that will be supervising you at your internship site, **NOT** your Career and Internship Advisor **or** Faculty member in charge of the internship/co-op course. Once each field is completed, click Next Page.

18. Indicate whether you're applying for internship or co-op credit. Then, click Next Page. If you are applying for co-op credit, please read 18a below. If you're applying for internship credit, skip step 18a and continue onto step 19.
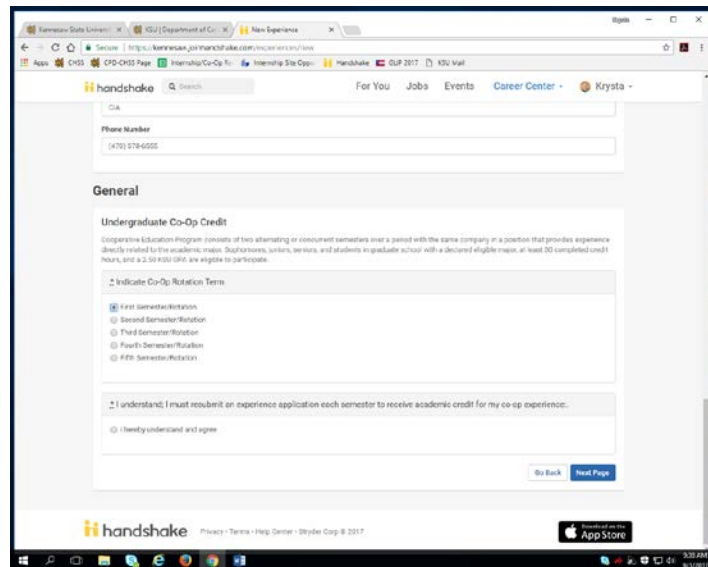
18a. Please indicate if this is your first semester of receiving co-op credit or if you're returning and reapplying for an additional semester at your co-op site. Read the term pertaining to receiving credit for a second semester and click Next Page.
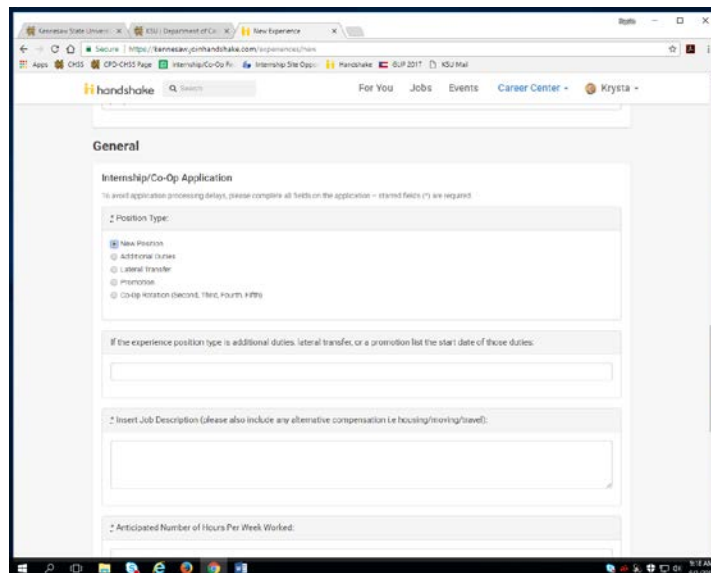

19. For an internship, you'll likely select the New Position button. If you're applying for co-op credit, and it's your first semester receiving co-op credit, you will also select the New Position button. If this is your second semester receiving co-op credit, you should select Co-Op Rotation. The Job Description should be very detailed about what you'll be learning at your internship/co-op site, how it relates to your major, and what your actual responsibilities will include at the internship/co-op site.
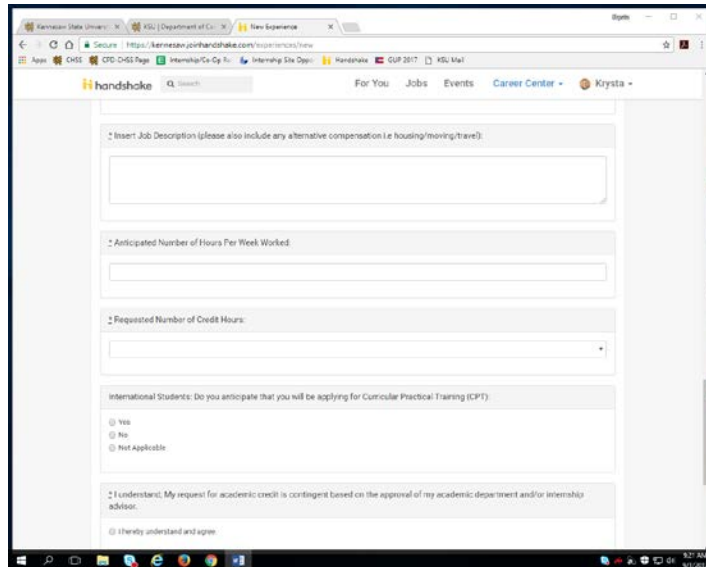
20. Enter the number of hours you will spend at your internship/co-op site. This will determine the number of credit hours you'll be eligible to receive. Please view the breakdown of hours worked to credit hours below:

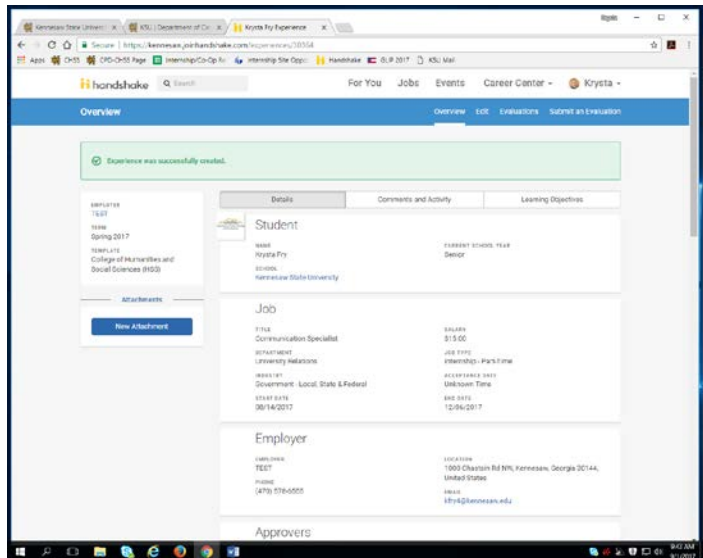| **Internship**	**Co-Op**
3 credit hours-10 to 19 hours per week	**1 credit hour-10 to 19 hours per week**
6 credit hours-20 to 29 hours per week	**2 credit hours-20 to 29 hours per week**
9 credit hours-30+ hours per week	**3 credit hours-30+ hours per week**
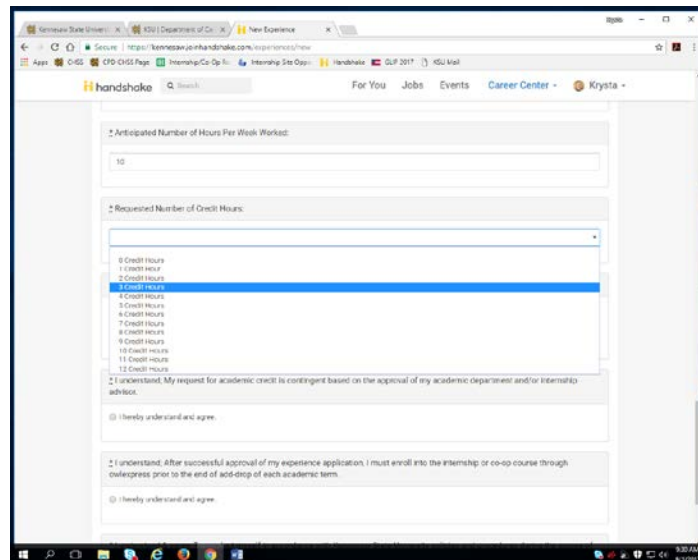
21. Please select the correct amount of credit hours based on the amount of hours you plan to work at your internship site. Then, agree to the 3 terms below and click Next Page at the bottom of the page.
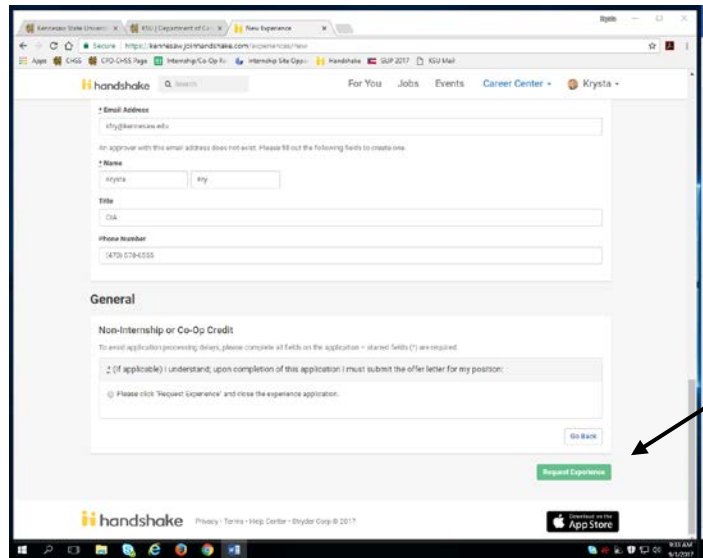
22. You will not need to upload an offer letter if your major is in the College of Humanities and Social Science. Click Request Experience to complete your application.

Please continue to check back to see if your application is being approved by your supervisor and faculty member. If your supervisor hasn't received an email to approve your application, please email your Career and Internship Advisor, Krysta Fry at kfry4@kennesaw.edu