Cooperative Education (Co-op) & Internship Program

Program Introduction
Are you thinking about precipitating in a internship or cooperative education (co-op) experience during your fall, spring, or summer semesters? If you wish to earn experience credit for an internship or cooperative education (co-op) experience you must apply through the Department of Career Planning and Development to register for an internship or co-op course. Each department offers its own internship or cooperative education (co-op) course with its own prerequisites. To check your eligibility, visit careers.kennesaw.edu for more information. Please note: Questions about how your internship course credit will count toward your degree should be directed to your academic advisor.

The Department of Career Planning and Development is dedicated to assisting you in all phases of the internship or cooperative education (co-op) job search, from resume and cover letter writing to suggesting tactics for a successful interview. There are numerous resources to assist you in securing an internship or cooperative education (co-op) experience; however, it is ultimately your responsibility to find an internship.

What is an Internship Experience?
An internship is employment that closely relates to your major and is usually one semester in length. Students may also receive academic credit for their participation (with an eligible major) and the position may be paid or unpaid.

The internship may be classified as a part-time or full-time position, but should include a minimum of ten hours of work per week (160 hours each semester). This internship program is available to sophomores, juniors, seniors, and graduate students based on their academic major.

What is a Cooperative Education (co-op) Experience?
A cooperative education (co-op) experience is a commit to working with the same employer in a major related position over the course of multiple semester periods, alternating between full-time work and full-time academic coursework. KSU's cooperative education (co-op) program is built around three alternating semesters over a five semester period with the same company in a position that provides experience directly related your academic major. Students in these positions are typically paid a wage.

- Position is full-time; enrollment must also be full-time during school terms between work terms.
- Must be a sophomore, junior, senior, or graduate student with a declared eligible major, at least 30 completed credit hours, and a 2.50 KSU GPA are eligible to participate.
- Students must have completed one semester at KSU prior to beginning an intern or co-op position.
- Attended a cooperative education (co-op) and internship workshop (either in person or online).

How do I apply for Cooperative Education (co-op) or Credit?

1. Attend a cooperative education (co-op) and internship workshop (either in person or online).
2. Go to kennesaw.joinhandshake.com, click "Kennesaw State University Sign-on" and enter your NetId and password.
3. Navigate to the “Career Center” drop down menu located in the upper righthand area and select “Experiences” from the drop down menu.
4. Select your “Experience Type” and then complete the application. Once you have completed the internship and co-op experience application. Once you have completed the online application, the Department of Career Planning and Development will process your online application.