HOW TO RECEIVE ACADEMIC CREDIT FOR AN INTERNSHIP/CO-OP
COLES COLLEGE OF BUSINESS

STEP 1: Obtain an Internship or Co-op position
- Students are encouraged to use any resource including Handshake, career fairs, networking etc. to secure a position that will allow them to learn skills relevant to their academic major

STEP 2: Complete the Internship/Co-op Application on Handshake by Application Deadline of 5/6/19 for a SUMMER 2019 experience and 8/6/19 for a FALL 2019 experience
- Log on to Handshake: https://kennesaw.joinhandshake.com
- Select “Experiences” from the “Career Center” tab, then “Request an Experience” on the upper right to create a new application
- Ensure you select your correct major and SUMMER 2019 or FALL 2019 from the drop-down menu
- Enter your position’s SUPERVISOR as the “Approver” and include contact information
- Upload an “Offer Letter” to ensure processing, if no offer letter is listed, we will contact your supervisor through Handshake for approval
Note: You may request an Offer Letter from your supervisor: It should contain position, start date, hours/week and salary

STEP 3: Processing and Approving your Application
- Your application will be reviewed on Handshake by an Internship Advisor to ensure you meet the minimum requirements for your academic program. Each department provides specific guidelines, check out our page https://careers.kennesaw.edu/business to see summarized requirements for your specific major
- NOTE: Some departments require additional approval (for example, MKTG/PS internships must also be approved by Dr. Lester)
- Once your application has been APPROVED, an Internship Advisor will provide you with a course “override” and email you the CRN & instructions on how to register that you need to follow step-by-step

STEP 4: Registration
- Some Internship/Co-op courses are “Variable Credit” which means you must register for the amount of credits you have been approved for. Instructions will be provided in your approval email
- You need to register yourself and adjust your credit hours by the last day of Drop/Add at 11:45 PM

IMPORTANT DATES FOR SUMMER 2019
05/06/19 Application Submission Deadline
06/03/19 at 11:45 PM: FINAL DEADLINE when you MUST BE REGISTERED

IMPORTANT DATES FOR FALL 2019
08/06/19 Application Submission Deadline
08/25/19 at 11:45 PM: FINAL DEADLINE when you MUST BE REGISTERED

ACADEMIC COURSE - Internships & co-ops are academic courses. Login to D2L for course requirements

***Applications WILL NOT be approved for credit unless they are edited with correct (verifiable) details in time for processing and registration deadlines. Please see your Internship advisor with any questions

Email Kirstie Colin at kcolin1@kennesaw.edu or Allie Wright at awrig147@kennesaw.edu with questions