

Step-by-Step Guide to Completing an Internship/Co-op Application for Academic Credit

1. Visit the Career Planning and Development Internship/Co-op page for specific instructions on deadlines, requirements, etc.

The screenshot shows the Kennesaw State University website. The browser address bar displays "careers.kennesaw.edu/students/internships.php". The page header includes the university logo and navigation links such as "About KSU", "Academics", "Admissions", "Athletics", "Campus Life", "Research", and "Global". A search bar is also present. The main content area is titled "Getting Started with Internships & Co-ops" and features an "Important Announcement" with a red exclamation mark icon. The announcement states: "All applications for internship or co-op credit for Spring 2019 must be initiated by January 4th, 2019 in order to be approved for the Spring term." Below this, there is a section titled "How To Find An Internship Or Co-Op Position" which provides instructions on using Handshake and submitting resumes. A "General Qualifications" section is also visible, with a sub-section for "Cooperative Education (Co-op)".

Students / Internships & Co-ops

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Getting Started with Internships & Co-ops

Important Announcement:

All applications for internship or co-op credit for Spring 2019 must be initiated by January 4th, 2019 in order to be approved for the Spring term.

[More Information](#)

How To Find An Internship Or Co-Op Position

The best way to find a position is to log into Handshake and complete your profile. Look at opportunities under "Jobs" and submit your resume if you meet the qualifications. You can also find an internship on your own without using Handshake. As long as you meet the academic requirements, you may be able to count that job for class credit.

If you already have a job that you feel qualifies as a co-op or internship, review the **qualifications for academic credit that are specific to your major on the left side of this page**. All positions have to be approved through the Department of Career Planning & Development. NOTE: KSU does not give retroactive credit.

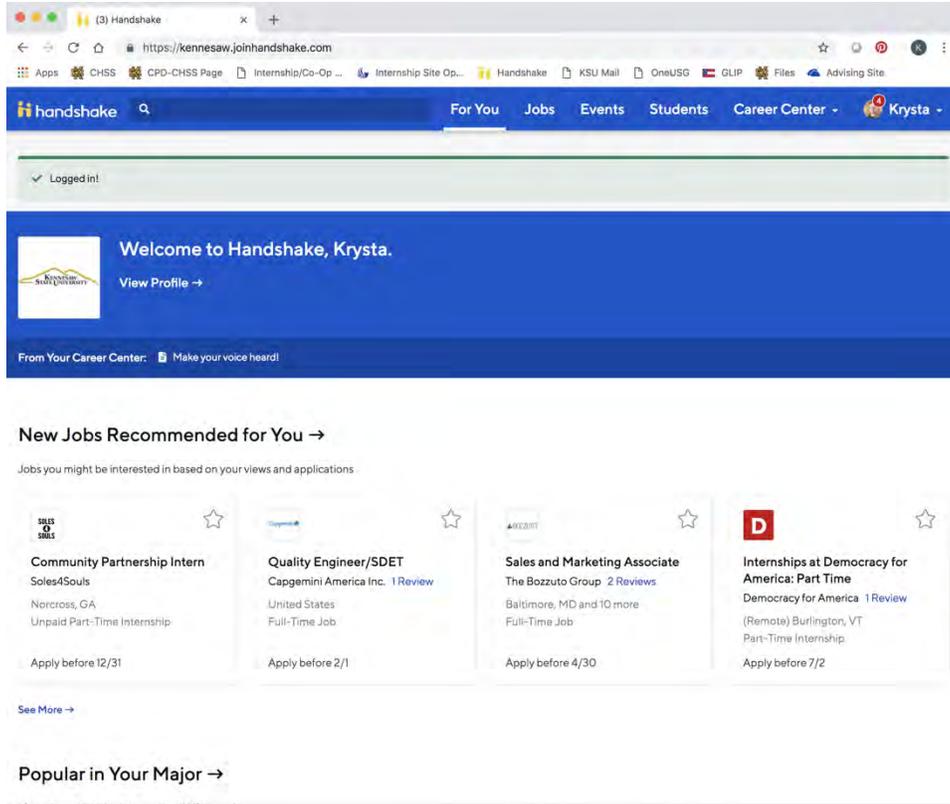
General Qualifications

Cooperative Education (Co-op) - Students work for multiple semesters with the same company in

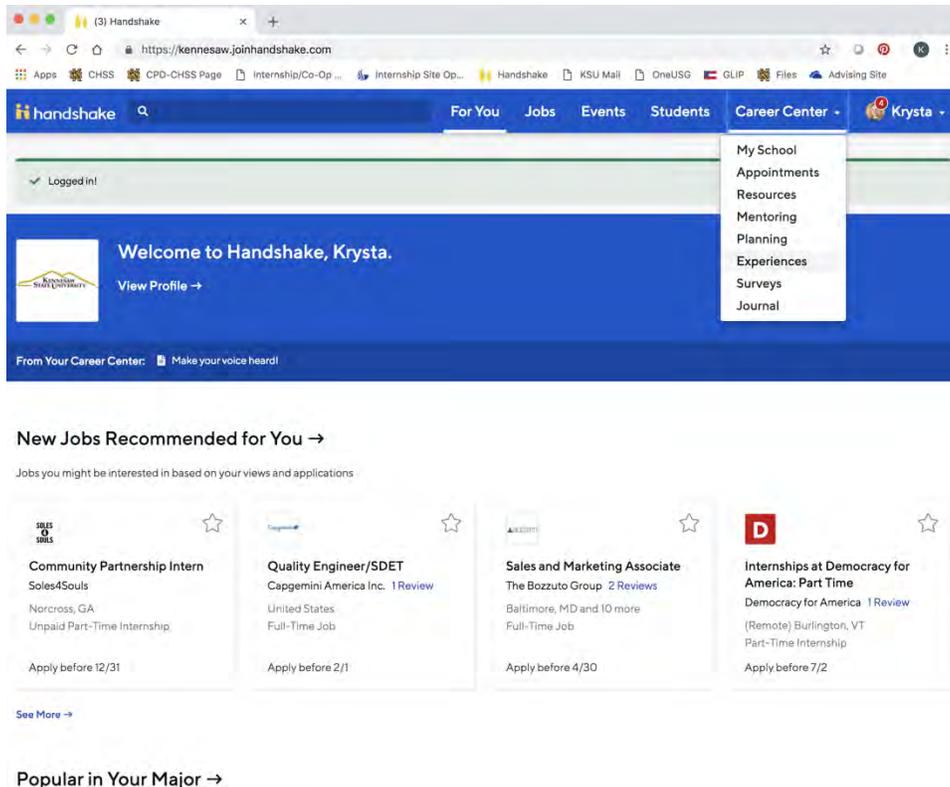
Seeking Academic Credit?

- Architecture & Construction Mgt.
- Arts
- Business
- Computing & Software Eng.
- Education
- Engineering & Eng. Tech.
- Health & Human Services
- Humanities & Social Sciences
- Science & Math

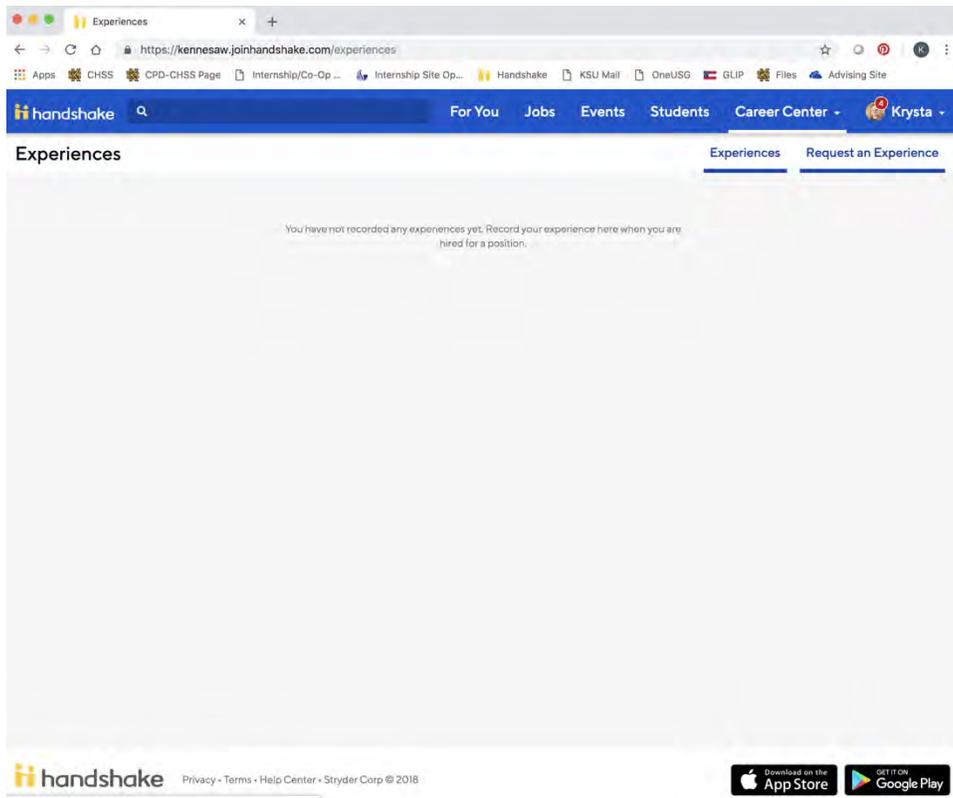
2. Once you understand the requirements, log into Handshake (<https://kennesaw.joinhandshake.com/>) with your NetID and password.



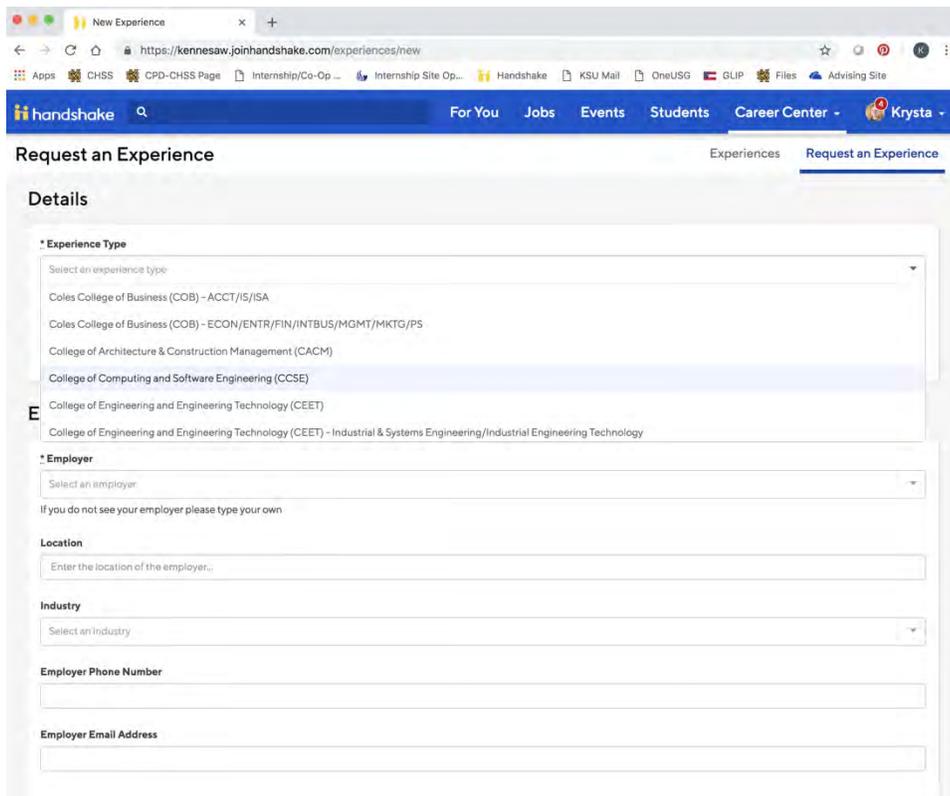
3. Once you log into Handshake, click the Career Center tab in the top right hand corner. Then, click Experiences.



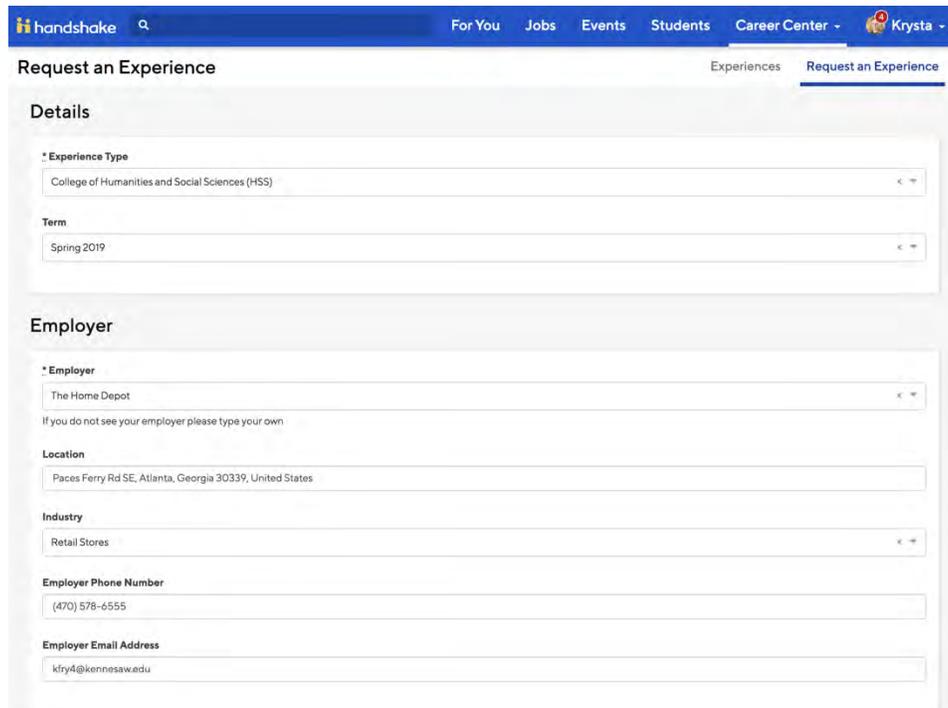
4. Click Request an Experience to begin completing the request form for internship/co-op credit. Keep in mind that you should complete this application after you've ensured that you're eligible to receive credit through your department **AND** after you've secured your internship site.



5. Click Experience Type to select the appropriate internship credit application for your college and major.



6. Select the term in which you'd like to receive academic credit. Please note that you may not receive retroactive credit for an internship. Then, completely fill out the employer section. Please include the complete address of the location where you'll be completing your internship/co-op.



The screenshot shows the 'Request an Experience' form on the Handshake website. The form is divided into two main sections: 'Details' and 'Employer'. In the 'Details' section, the 'Experience Type' is set to 'College of Humanities and Social Sciences (HSS)' and the 'Term' is 'Spring 2019'. The 'Employer' section includes the following fields: 'Employer' (The Home Depot), 'Location' (Paces Ferry Rd SE, Atlanta, Georgia 30339, United States), 'Industry' (Retail Stores), 'Employer Phone Number' ((470) 578-6555), and 'Employer Email Address' (kfry4@kennesaw.edu).

7. 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 per hour. 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.)

Job

* Job
 Intern for Human Resources

If you do not see your job please type your own

Department

Date
 yyyy-mm-dd > yyyy-mm-dd

Job Type
 Select a job type

Employment Type
 Select an employment type

Salary
 \$

Offer Date
 2018-11-05

Offer Accepted
 yes
 no
 undecided

Approvers

- The Approvers section is where you will enter in the information of the individual at your internship/co-op site who 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 is complete and 100% accurate as it will be used to approve your application.

Offer Accepted
 yes
 no
 undecided

Date Offer Accepted
 2018-11-05

Approvers

Supervisor

* Email Address
 kfry4@kennesaw.edu

An approver with this email address does not exist. Please fill out the following fields to create one.

* Name
 First Name Last Name

Title

Phone Number

General

Internship/Co-op Application General Information
 To avoid application processing delays, please complete all fields on the application - starred fields (*) are required.

- Next, let us know how you found your internship/co-op experience.

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Approvers

Supervisor

* Email Address
kfry4@kennesaw.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name
Krysta Fry

General

Internship/Co-op Application General Information

To avoid application processing delays, please complete all fields on the application – starred fields (*) are required.

* How did you find your internship or co-op experience:

- Handshake/KSU job board
- Career Fair
- Other online job board
- Friend/Family
- Professor referral
- Current employer/job
- Other (source not listed)

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10. Click Next Page to move on to the next portion of the application.

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Approvers

Supervisor

* Email Address
kfry4@kennesaw.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name
Krysta Fry

General

Internship/Co-op Application General Information

To avoid application processing delays, please complete all fields on the application – starred fields (*) are required.

* How did you find your internship or co-op experience:

Handshake/KSU job board

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11. In the General section, please fill out all required fields accurately. If you are classified as an Online Learner through the Registrar’s office, please indicate Online/Web Learner in the Enrollment Status section. This will determine the course you register for.

General

Internship/Co-op Application General Information Continued

To avoid application processing delays, please complete all fields on the application - starred fields (*) are required.

* Preferred Name:
Jane Doe

* Cell Phone Number:
678-555-5555

* KSU E-mail Address:
jdoe1@students.kennesaw.edu

* Preferred E-mail Address:
jane.doe@gmail.com

* Enrollment Status:
 Online/Web Learner (Full-time or Part-time)
 Part-time
 Full-time

12. Please select your major from the drop down list under the Requested Major/Minor Credits to be Applied.

* KSU E-mail Address:
jdoe1@students.kennesaw.edu

* Preferred E-mail Address:
jane.doe@gmail.com

* Enrollment Status:
 Online/Web Learner (Full-time or Part-time)
 Part-time
 Full-time

* Requested Major/Minor Credits to be Applied:
 HSS - Anthropology
 HSS - Communication
 HSS - Criminal Justice
 HSS - Gender & Women's Studies
 HSS - Geography
 HSS - Geographic Information Systems (GIS)
 HSS - History
 HSS - Interdisciplinary Studies
 HSS - Modern Language & Culture
 HSS - Political Science/International Affairs
 HSS - Psychology
 HSS - Sociology

13. 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.

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Supervisor Contact Information

Please 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.

* Company Name:
The Home Depot

* Supervisor Name (First & Last):
Krysta Fry

* Supervisor Title:
Manager

* Supervisor Phone Number:
470-578-6555

* Supervisor E-mail Address:
kfry4@kennesaw.edu

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14. Indicate whether you're applying for internship or co-op credit. Then, click Next Page.

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Approvers

Supervisor

* Email Address
kfry4@kennesaw.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name
Krysta Fry

General

Internship or Co-op Application Selection

To avoid application processing delays, please complete all fields on the application - starred fields (*) are required.

* Applying For:

- Undergraduate Internship Credit
- Undergraduate Co-op Credit
- Graduate Internship Credit
- Graduate Co-op Credit

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15. Please indicate whether your position is new or how an already existing experience will be different. If this is your second co-op rotation, please indicate that in the last bullet. Then, please write, in great detail, what your responsibilities will be in your internship or co-op experience. This will assist us in determining if your internship or co-op is relevant to your major. If your internship or co-op is research-focused, please indicate that.

General

Internship and Co-op Application

To avoid application processing delays, please complete all fields on the application - starred fields (*) are required.

*Position Type:

- New Position
- Additional Duties
- Lateral Transfer
- Promotion
- Co-op Rotation (Second, Third, Fourth, Fifth)

If this experience position type is additional duties, lateral transfer, or a promotion include the starting date of those duties:

*Insert Job Description (please also include any alternative compensation i.e. housing/moving/travel):

Update our internal databases with new employee information, including contact details and employment forms
 Gather payroll data like leaves, working hours and bank accounts
 Screen resumes and application forms
 Schedule and confirm interviews with candidates

*Is your internship or co-op experience focused on individual or collaborative research:

- Yes
- No
- Not Applicable

16. Next, please indicate how many hours per week you will be working. This will correspond with how many credit hours you will be approved for. If you're unsure of how many credit hours to request, please contact your Career and Internship Advisor (<http://careers.kennesaw.edu/directory.php>)

*Insert Job Description (please also include any alternative compensation i.e. housing/moving/travel):

Update our internal databases with new employee information, including contact details and employment forms
 Gather payroll data like leaves, working hours and bank accounts
 Screen resumes and application forms
 Schedule and confirm interviews with candidates

*Is your internship or co-op experience focused on individual or collaborative research:

- Yes
- No
- Not Applicable

*Anticipated Number of Hours Per Week Worked:

10

*Requested Number of Credit Hours:

- 0 Credit Hours
- 1 Credit Hour
- 2 Credit Hours
- 3 Credit Hours
- 4 Credit Hours
- 5 Credit Hours
- 6 Credit Hours
- 7 Credit Hours
- 8 Credit Hours
- 9 Credit Hours
- 10 Credit Hours
- 11 Credit Hours
- 12 Credit Hours

17. Please indicate whether you are international student qualifying for CPT or OPT credit. If so, you should have already contacted the Division of Global Affairs at KSU (<http://dga.kennesaw.edu/contact.php>). Then, review and agree to the 3 terms below and click Next Page.

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* Requested Number of Credit Hours:

International Students: Do you anticipate that you will be applying for Curricular Practical Training (CPT):
 Yes
 No
 Not Applicable

* I understand; My request for academic credit is contingent based on the approval of my academic department and/or internship advisor:
 I hereby understand and agree

* I understand; After successful approval of my experience application, I must enroll into the internship or co-op course through owl express prior to the end of add-drop of each academic term:
 I hereby understand and agree

* I understand and agree, To conduct myself in accordance with Kennesaw State University policies and procedures during the course of my experience and I further understand and agree to abide by the experiential learning code of conduct:
 I hereby understand and agree

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18. Some majors will require you to attach a signed offer letter. If so, please do so after you click Request Experience. If it is not required, complete your application by clicking Request Experience.

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Approvers

Supervisor

* Email Address

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name

General

Offer Letter

* (If Available) After successful completion of this application, it is strongly recommended you submit online in handshake your positions offer letter:
 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.

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[Request Experience](#)

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19. Please continue to check back to see if your application is being approved by your supervisor and faculty member. You must have an approved application and registered for the internship/co-op course by the end of Drop/Add. If you have questions about the approval of your application or registration, please email your Career and Internship Advisor.

Handshake interface showing experience details for Krysta Fry. The page includes a navigation bar, a success message, and sections for Student, Job, and Employer information.

handshake Search For You Jobs Events Career Center - Krysta -

Overview Edit Evaluations Submit an Evaluation

Experience was successfully created.

EMPLOYER
TEST

TERM
Spring 2017

TEMPLATE
College of Humanities and Social Sciences (HSS)

Attachments
New Attachment

Details Comments and Activity Learning Objectives

Student

NAME
Krysta Fry

SCHOOL
Kennesaw State University

CURRENT SCHOOL YEAR
Senior

Job

TITLE
Communication Specialist

SALARY
\$15.00

DEPARTMENT
University Relations

JOB TYPE
Internship - Part Time

INDUSTRY
Government - Local, State & Federal

ACCEPTANCE DATE
Unknown Time

START DATE
08/14/2017

END DATE
12/06/2017

Employer

EMPLOYER
TEST

PHONE
(470) 578-6555

LOCATION
1000 Chastain Rd NW, Kennesaw, Georgia 30144, United States

EMAIL
ktry4@kennesaw.edu

Approvers

9:43 AM 11/17/2017