

Welcome Guide for Internship/Co-op Host Employers

Defining Experiential Education

Experiential Education is a broad category of opportunities designed to help students define their educational goals and prepare for their careers by exploring the realities of the working world.

These educational opportunities are carefully monitored work experiences in which students have intentional learning goals and reflect actively on what they are learning throughout the process.

Areas of Experiential Education within Career Planning and Development:

- Co-ops
- Internships

Program Benefits:

To Student:	To Employer:
<ul style="list-style-type: none"> • Validates career choice • Realistic view of the daily business operations • Relevant work experience • Competitive edge in the job market • Networking opportunities • Applies classroom knowledge in “real world” setting • Identify more career options/ possibilities • Skill development and confidence • Establish short/long term career goals 	<ul style="list-style-type: none"> • Opportunity to recruit future employees • Evaluate prospective employees without long-term commitments • New, energetic and skilled employees who bring the latest theories and concepts • Feeds the leadership pipeline by early exposure to corporate leaders • Student advocates for recruiting other students (brand ambassadors) • 80% of employers reported internships and co-ops as their highest rated recruiting strategy

“Working with the KSU Internship/Co-op program was a great first-time partnership in Fall 2010 that we plan to continue indefinitely. It was clear from the start that they want to provide a win-win experience for both students and employers, and they certainly succeeded with us!”

—Sherry Nicholson, American Red Cross

Expectations for Intern/Co-op Students

All students participating in an internship or co-op experience for credit receive the following expectations upon experience approval. Please feel free to use the following expectations to keep your internship or co-op students accountable for their actions.

Reported Responsibilities: Students are responsible for notifying Career Planning and Development and their faculty instructors of any significant changes in supervision or internship/co-op responsibilities after applications and documentation have been submitted. Dishonesty in documentation submitted or responsibilities reported for the internship/co-op may result in loss of academic credit for the experience and/or an investigation from the Student Conduct and Academic Integrity Office.

Email: Students are expected to review their KSU student email regularly (at least once per week) for any notifications, assignments, or other updates related to their internship/co-op participation.

Supervision: Students are expected to be supervised by an industry-established professional. Students cannot be supervised by a recent graduate (within the past academic year) or a family member. Students are also not permitted to supervise other intern/co-op students.

Working from Home: Students are not permitted to work in a private home or from their own home without specific approval.

Professionalism: Students are expected to behave in a professional manner at all times. Students participating in an internship/co-op experience understand that they represent Kennesaw State University and, as such, are expected to make every effort to meet the standards set forth by the University and the employer.

Rules and Regulations: Students are expected to respect and abide by all regulations and rules established by their on-site supervisors, as well as all organization policies and procedures. If terminated from your experience, you may not receive academic credit for your internship.

Attendance and Punctuality: Students are expected to be present and punctual for all scheduled work shifts. Should students need to be absent due to illness or family emergency, students are expected to provide as much notice as possible to their on-site supervisors. Should extended absences from the workplace be necessary, students are expected to notify the faculty instructor for their respective internship/co-op course.

Changes in Supervision/Duties: Students are expected to notify their faculty instructors and internship/co-op advisors of any changes in on-site supervisors as well as significant changes in duties/responsibilities from those outlined in their initial applications.

Insurance: The Department of Career Planning and Development does not provide any type of insurance coverage for students participating in an internship or co-op for academic credit. Students are responsible for obtaining any and all necessary insurance required by their internship/co-op employer.

Liability: Students understand that KSU assumes no responsibility for personal injury incurred during the course of their internship/co-op participation.

Concerns/Grievances: Students should immediately contact their internship/co-op advisor or faculty instructor with concerns related to sexual harassment or other grievances with their internship/co-op worksites and/or on-site supervisors.

Use of Personal Vehicle: Student understands that if he or she is using a personal vehicle when traveling to or from internship or for the benefit of the internship/co-op employer, KSU has no liability for personal injury or property damage which may result from its use. Student agrees to rely solely on personal vehicle insurance or insurance provided by internship coverage, if applicable.

Cancellation/Dismissal: Student understands that the employer may cancel the internship or dismiss the student from the internship. KSU will act to see that the students are treated fairly, but KSU cannot control the employer's decisions. If you are qualified to continue in an alternate internship or co-op, KSU will make reasonable efforts to assist you in securing an alternate internship or co-op.

Expectations of Intern/Co-op Host Employers

One of our greatest assets to the Experiential Education program, is our employer base. Without ethical, caring, dedicated employers, our students would lack the vital experience needed prior to graduation. Below are our expectations and guidelines for employers who graciously host our internship/co-op students.

Supervisor: Employers should identify an on-site supervisor to oversee the responsibilities and assigned duties of the intern/co-op student.

Orientation: Employers are expected to orient intern/co-op students to their organization's policies and procedures, including all necessary safety rules and regulations.

Concern/Grievances: Employers should report any concerns related to a student's internship/co-op participation (including but not limited to inappropriate behavior, excessive absences, violations of rules and regulations, etc.) to the faculty instructor or a Career Planning and Development representative so that appropriate action may be taken.

Evaluation: On-site supervisors are expected to complete a performance evaluation sent to the organization for each assigned intern/co-op student for each work term and should return the evaluation promptly.

Academic Credit/Dismissal: Employers cannot guarantee academic credit for an internship or co-op experience. Career Planning and Development reserves the right to disallow future student participation in an employer's internship/co-op activities should it be deemed inappropriate.

Stay Connected!

Hosting an internship/co-op student is a great first point of connection, but we urge you get plugged into our office, students, and alumni! Below are some of the opportunities you have to connect with us:

- [Post a position](#) on Handshake, our Career Management System
- [Recruit more talent from KSU](#) through hosting an info table/session, interviewing students on campus, etc.
- Host a table at one of our many [Job and Internship Fairs](#)
- [Come to our events](#); from our Best Practices Workshop to Industry Exploration Nights, we want to find ways to welcome you to the Nest!
- [Become a partner](#) to maximize visibility on our campuses

For more information about these opportunities and to learn about our policies and procedures, please visit our website <http://careers.kennesaw.edu/employers/policies.php>