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.
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.

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.)
8. 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.

9. Next, let us know how you found your internship/co-op experience.
10. Click Next Page to move on to the next portion of the application.

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

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

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.
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.eduirectory.php)

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.
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.

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.
### Overview

- **Experience was successfully created.**

### Details

**Student**
- Name: Kim
- School: Penn State University
- Major: Communications

**Job**
- Title: Communication Specialist
- Employer: Penn State
- Location: University Park
- Start Date: 09/14/2017
- End Date: 12/06/2017

**Employer**
- Name: Penn State
- Address: University Park, State College, PA 16802
- Phone: (814) 865-5555

### Comments and Activity

### Learning Objectives